United Nations

Report of the Preparatory Committee for the United Nations Conference on Human Settlements (Habitat II)

General Assembly
Official Records • Fiftieth Session
Supplement No. 37 (A/50/37)

Report of the Preparatory Committee for the United Nations Conference on Human Settlements (Habitat II)

General Assembly
Official Records • Fiftieth Session
Supplement No. 37 (A/50/37)

United Nations • New York, 1995

NOTE

Symbols of United Nations documents are composed of capital letters combined with figures. Mention of such a symbol indicates a reference to a United Nations document.

[Original: English]

[25 July 1995]

CONTENTS

		Paragraphs	Page
I.	ORGANIZATIONAL MATTERS	1 - 14	1
	A. Opening and duration of the session	1 - 3	1
	B. Attendance	4 - 9	1
	C. Adoption of the agenda and organization of work	10 - 13	3
	D. Adoption of the report of the Preparatory Committee	14	4
II.	DISCUSSIONS	15 - 40	5
	A. Plenary	15 - 22	5
	B. Reports of the Working Groups	23 - 36	6
	C. Arrangements for the third substantive session of the Preparatory Committee	37 - 38	9
	D. Provisional agenda for the third substantive session of the Preparatory Committee	39 - 40	9
III.	ACTION TAKEN BY THE PREPARATORY COMMITTEE	41 - 42	11
IV.	CLOSURE OF THE SESSION	43 - 44	12

Annexes

I.	Decisions	13
	A. Decisions requiring action by the General Assembly	13
	B. Other decisions	34
II.	List of documents before the Preparatory Committee at its second session	47
III.	Summaries of statements	51
IV.	Message from the Secretary-General of the United Nations	53
V.	Guidelines for national preparations	54

I. ORGANIZATIONAL MATTERS

A. Opening and duration of the session

1. The Preparatory Committee for the United Nations Conference on Human Settlements (Habitat II) held its second substantive session at the United Nations Office at Nairobi from 24 April to 5 May 1995.

2. The second session was opened by Mr. Martti Lujanen (Finland), Chairman of the Preparatory Committee. A summary of his statement is given in annex III, section A. The message of the Secretary-General of the United Nations was read; his statement is given in annex IV.

3. The Secretary-General of the Conference, Mr. W. N'Dow, made a statement; a summary appears in annex III, section B. The session was then inaugurated by H.E. Mr. George Saitoti, Vice-President and Minister for Planning and National Development of the Republic of Kenya; a summary of his statement appears in annex III, section C.

B. Attendance

4. The following States were represented:

Algeria
Angola
Argentina
Australia
Austria
Azerbaijan
Bangladesh
Barbados
Belgium
Benin
Bhutan
Bolivia
Botswana
Brazil
Bulgaria
Burkina Faso
Burundi
Cambodia
Cameroon
Canada
Cape Verde
Central African Republic
Chad
Chile
China
Colombia
Comoros
Congo
Côte d'Ivoire
Croatia
Cuba
Czech Republic
Denmark
Djibouti
Ecuador
Egypt
Eritrea
Estonia
Ethiopia
Finland
France
Gabon
Gambia
Germany
Ghana
Greece
Guinea
Haiti
Holy See
Hungary
India
Indonesia
Iran (Islamic Republic of)
Israel
Italy
Japan
Jordan
Kazakstan
Kenya
Kuwait
Lao People's Democratic Republic
Latvia
Lebanon
Lesotho
Liberia
Lithuania
Madagascar
Malawi
Malaysia
Maldives
Mali
Mauritania
Mexico
Mongolia
Morocco
Mozambique
Myanmar
Namibia
Nepal
Netherlands
Niger
Nigeria
Norway
Pakistan
Paraguay
Philippines
Poland
Portugal
Republic of Korea
Romania
Russian Federation
Rwanda
Samoa

Sao Tome and Principe
Saudi Arabia
Senegal
Seychelles
Sierra Leone
Slovakia
Slovenia
South Africa
Spain
Sri Lanka
Sudan
Suriname
Swaziland
Sweden
Thailand
Togo
Tunisia
Turkey
Uganda
Ukraine
United Arab Emirates
United Kingdom of Great Britain and Northern Ireland
United Republic of Tanzania
United States of America
Venezuela
Yemen
Zaire
Zambia
Zimbabwe

5. The United Nations Children's Fund (UNICEF), the United Nations Development Programme (UNDP), the United Nations Environment Programme (UNEP), the United Nations International Drug Control Programme (UNDCP), the United Nations Population Fund (UNFPA), the United Nations Sudano-Sahelian Office (UNSO), the United Nations University (UNU), the United Nations Volunteers programme (UNV), the Economic Commission for Africa (ECA), the Economic Commission for Europe (ECE), the Economic and Social Commission for Asia and the Pacific (ESCAP) and the Economic and Social Commission for Western Asia (ESCWA) were represented.

6. The following specialized agencies were represented: International Labour Organization (ILO), Food and Agriculture Organization of the United Nations (FAO), United Nations Educational, Scientific and Cultural Organization (UNESCO), World Health Organization (WHO), World Bank, International Civil Aviation Organization (ICAO) and United Nations Industrial Development Organization (UNIDO). The World Food Programme (WFP) was also represented.

7. The following intergovernmental organizations were represented: Arab Towns Organization, Asian Development Bank, League of Arab States (LAS), Organization of African Unity (OAU), Organisation for Economic Cooperation and Development (OECD) and Shelter-Afrique.

8. A delegation from Palestine attended the session.

9. The following non-governmental organizations were represented at the session: African Housing Fund, African Union of Housing Finance Institutions, AIESEC Kenya, American Planning Association, ANPPCAN, ARC-PEACE, Asian Coalition of Housing Finance Institutions, Asian Youth Council, Baha'i International Community, Brahma Kumaris World Spiritual University, Brazilian Institute of Architects, Centre for African Settlements Studies and Development (CASSAD), Centre de Recherche et d'Information pour le Développement, Centro Cooperativista Uruguayo, Centro di Ricersa e Documentazione, Chartered Institute of Environmental Health, CNRS-PirVILLES, Citizens' Coalition for Economic Justice, Citizen Social Care, Consumers International, Council for Human Ecology - Kenya, Cohort for Research on Environment, Urban Management and Human Settlements, Development Alternatives Network, East African Building Society, Ecoterra International, Environmental Conservation Alliance, Environmental Development Action in the Third World, Environment Liaison Centre International, European Federation of National Organizations Working with the Homeless, European Law Students' Association, Federation of Kenya Consultants, Fedevivienda, Forum per la Laguna di Venezia, Franciscans International, Global Action Plan International, Global Forum on Responsible Business Banking - Investment, Global Future Network, Habitat-Cuba, Habitat for Humanity Inc.,

Habitat International Coalition, International Academy of Architects, International Association for the Child's Right to Play, International Centre for Crime Prevention, International Council for Local Environmental Initiatives, International Council of Women, International Society of City and Regional Planners, International Union of Architects, International Union of Housing Finance Institutions, International Union of Local Authorities - Africa Section, International Union of Tenants, Inter-Parliamentary Union, Kenya Youth and Habitat Organization, Korea Housing Bank, Korea Housing Builders Association, Mazingira Institute, Operazione Sviluppo, Plan International, Society for International Development, Society for Development Studies, The Urban Assembly, Tokyo Frontier Association, UNED-UK, Union Internationale des Architectes, Urban Environment Council, Women and Shelter Network, World Assembly of Youth, Youth for Habitat II, Youth for Unity and Voluntary Action. Representatives from local authorities attended the session.

C. Adoption of the agenda and organization of work

10. At its 1st plenary meeting, on 24 April, the Preparatory Committee considered its agenda and the organization of work. The provisional agenda as adopted was as follows:

1. Adoption of the agenda and organization of work.

2. Preparations for the Conference:

   (a) Activities of the Conference secretariat;

   (b) Preparations at the national, regional and global levels, including finance;

   (c) Activities of intergovernmental bodies, non-governmental organizations, the private sector and other agencies;

   (d) Special events, including the world fair.

3. Statement of principles and commitments, and global plan of action.

4. State of Human Settlements Report and major reviews.

5. Arrangements for the third substantive session of the Preparatory Committee.

6. Provisional agenda for the third substantive session of the Preparatory Committee.

7. Other matters.

8. Adoption of the report of the Preparatory Committee on its second substantive session.

11. At the same meeting, the Preparatory Committee established two working groups of the whole and allocated agenda items to them as follows:

Working Group I: Agenda items 2 and 4;

Working Group II: Agenda item 3.

12. Working Group I held eight meetings, from 27 April to 4 May, and Working Group II held four meetings, from 24 April to 5 May. The recommendations of both working groups have been incorporated in the present report.

13. Also at its 1st plenary meeting, the Committee elected Mr. E. Kouliev (Azerbaijan) as Vice-Chairman to replace Mr. Hassan Aziz ogly Hassanov (Azerbaijan), who had been assigned by his Government to other duties, and Mr. H. L. De Silva (Sri Lanka) as Vice-Chairman to replace Mr. Stanley Kalpagé (Sri Lanka), who had been similarly assigned by his Government to other duties.

D. Adoption of the report of the Preparatory Committee

14. At its 7th plenary meeting, on 5 May, the Preparatory Committee adopted the present report.

II. DISCUSSIONS

A. Plenary

General debate

15. The Preparatory Committee held a general debate at its 1st to 6th plenary meetings, from 24 April to 2 May.

16. At the 1st plenary meeting, on 24 April, statements were made by the representatives of Turkey, Indonesia, Zimbabwe and Japan.

17. At the 2nd plenary meeting, on 24 April, statements were made by the representatives of Nigeria, South Africa, Mexico, Sri Lanka, France (on behalf of the European Union), Poland, Norway, Finland, Sweden, the Netherlands, the United States of America, Italy, Germany, Namibia, the United Kingdom of Great Britain and Northern Ireland, Uganda and Denmark. The representatives of the International Union of Architects also made a statement.

18. At the 3rd plenary meeting, on 25 April, statements were made by the representatives of Kenya, Gabon, Brazil, China, the Russian Federation, Australia, the United Arab Emirates, the Gambia, Bangladesh, Ghana, Tunisia, the Philippines and Burkina Faso. The representative of the International Union of Local Authorities also made a statement.

19. At the 4th plenary meeting, on 26 April, statements were made by the representatives of Zambia, the Republic of Korea, Romania, Slovenia, Paraguay and Bolivia. Statements were also made by the representatives of the Brahma Kumaris World Spiritual University, the International Union of Tenants, the Organisation for Economic Cooperation and Development, the International Labour Organization, the United Nations Environment Programme, the United Nations Educational, Scientific and Cultural Organization, the World Bank, Global Action Plan International, the International Union of Housing Finance Institutions, the League of Arab States, Environment Liaison Centre International (on behalf of the Caucus on Youth and Habitat), the Commission on Human Rights, the International Council of Women and the United Nations Volunteers.

20. At the 5th plenary meeting, on 2 May, statements were made by the representatives of Israel, the United Republic of Tanzania, Pakistan, the Holy See, Cuba, Ukraine, Malawi, Croatia, Egypt and Canada.

21. At the 6th plenary meeting, on 2 May, statements were made by the representatives of Sierra Leone, Lithuania, Greece, Argentina, Rwanda, Cambodia, Seychelles, Cameroon, Lebanon, Djibouti, Colombia, Bhutan and Mongolia. Statements were also made by the representatives of the Habitat International Coalition, the United Nations Development Programme, the Asian Coalition of Housing Finance Institutions and the International Society of City and Regional Planners.

22. At its 7th plenary meeting, on 5 May, the Committee considered the reports of Working Groups I and II and the draft decisions contained therein, the texts of which are reproduced in annex I.

B. Reports of the Working Groups

1. Preparations for the Conference and State of Human Settlements Report and major reviews

(Agenda items 2 and 4)

23. Working Group I considered agenda items 2 and 4 at its 1st to 8th meetings, from 27 April to 4 May. It had before it the following documents:

(a) Progress report of the Secretary-General of the Conference on the activities of the Conference secretariat (A/CONF.165/PC.2/2);

(b) Guidelines for national preparations: note by the secretariat (A/CONF.165/PC.2/2/Add.1/Rev.1);

(c) Progress report of the Secretary-General of the Conference on national preparations (A/CONF.165/PC.2/2/Add.2);

(d) Review of trends in policies and programmes undertaken by countries and international organizations to implement the recommendations adopted by Habitat I: United Nations Conference on Human Settlements: note by the secretariat (A/CONF.165/PC.2/4);

(e) Mid-term review of the implementation of the Global Strategy for Shelter to the Year 2000: report of the Secretary-General of the Conference (A/CONF.165/PC.2/5);

(f) Mid-term review of the implementation of the Global Strategy for Shelter to the Year 2000: overview of survey findings, examples of "best practice" and external support for the implementation of the Strategy: report of the Secretary-General of the Conference (A/CONF.165/PC.2/6);

(g) Matters arising out of the resolutions of major legislative organs of the United Nations and other intergovernmental bodies which are brought to the attention of the Preparatory Committee: note by the secretariat (A/CONF.165/PC.2/7);

(h) Review of contributions to the implementation of Agenda 21 of national and international action in the area of human settlements: report of the Secretary-General of the Conference (A/CONF.165/PC.2/8);

(i) Review of current global trends in economic and social development as they affect planning, development and management of human settlements, and recommendations for future action at the national and international levels: report of the Secretary-General of the Conference (A/CONF.165/PC.2/9);

(j) Report on the World Summit for Social Development: note by the secretariat (A/CONF.165/PC.2/10);

(k) Towards a housing rights strategy: practical contributions by UNCHS (Habitat) on promoting, ensuring and protecting the full realization of the human right to adequate housing: report of the Secretary-General of the Conference (A/CONF.165/PC.2/11);

(l) Draft decision on organization of work, including establishment of committees and procedural matters (A/CONF.165/PC.2/CRP.2/Rev.3);

(m) Rules of procedure of the United Nations Conference on Human Settlements (Habitat II) (A/CONF.165/PC.2/CRP.3/Rev.2);

(n) Population distribution, urbanization and internal migration: note by the secretariat (A/CONF.165/PC.2/INF.3);

(o) Declaration on Social Development and Sustainable Human Settlements: note by the secretariat (A/CONF.165/PC.2/INF.4);

(p) The Dakar Declaration: note by the secretariat (A/CONF.165/PC.2/INF.5);

(q) The Kampala Declaration: note by the secretariat (A/CONF.165/PC.2/INF.6);

(r) Declaration by African Mayors: note by the secretariat (A/CONF.165/PC.2/INF.7);

(s) Towards sustainable human settlements development in the ECE region: note by the secretariat (A/CONF.165/PC.2/INF.8);

(t) From Vancouver to Istanbul: persistent problems, common goals and shifting approaches (summary of the draft report on the interrelationships between Habitat II and other United Nations conferences): report of the Secretary-General of the Conference (A/CONF.165/PC.2/INF.9);

(u) The Brazzaville Declaration: note by the secretariat (A/CONF.165/PC.2/INF.10).

24. At the 1st meeting, on 27 April, the representative of the Deputy Secretary-General of the Conference made an introductory statement. Statements were made by the representatives of Brazil, Hungary, India, the United Kingdom of Great Britain and Northern Ireland, Sweden, the Philippines, China, Australia, Finland, the Sudan, Kenya, Ukraine, Turkey, Sweden and Uganda.

25. At the 2nd meeting, on 28 April, statements were made by the representatives of Romania, Swaziland, Algeria, Gabon, Turkey, Burundi, the Gambia, the United Republic of Tanzania, Norway, Rwanda, France, Malawi, Zambia, Cameroon, Bulgaria, Indonesia, Sweden, Greece, Senegal, Benin and Bangladesh. Statements were also made by the representatives of the United Nations Industrial Development Organization, the World Health Organization and the Economic Commission for Europe.

26. At the 3rd meeting, on 1 May, statements were made by the representatives of Liberia, Nepal, the Netherlands, Ghana, Uganda, the Niger and Nigeria.

27. At the 4th meeting, on 1 May, statements were made by the representatives of the United States of America, France, Japan, Sweden, India, Namibia, Finland, Kenya and Spain.

28. At the 5th meeting, on 2 May, statements were made by the representatives of Mexico, Sweden, Colombia, the Netherlands, Nigeria, China, Finland, Gabon, Cameroon, Canada, Denmark, Romania, Uganda, the United Kingdom of Great Britain and Northern Ireland, India, Poland, France and Spain. Statements were also made by the representatives of the Economic Commission for Europe and the Economic and Social Commission for Asia and the Pacific.

29. At the 6th meeting, on 2 May, statements were made by the representatives of the United Arab Emirates, China, Finland, India, Denmark, the Netherlands, Uganda, Italy, Canada, Sweden, Japan, Indonesia, Colombia, Turkey and the United Kingdom of Great Britain and Northern Ireland.

30. At the 7th meeting, on 3 May, statements were made by the Chairman of the Working Group, the Secretary-General of the Conference and the Chairman of the Preparatory Committee.

31. At the 8th meeting, on 4 May, statements were made by the representatives of Cameroon, the United States of America, Italy, India, Finland, Norway, Swaziland, Japan, the Philippines and China.

2. Statement of principles and commitments, and global plan of action

(Agenda item 3)

32. Working Group II considered agenda item 3 at its 1st to 4th meetings, from 24 April to 5 May. It had before it the following documents:

(a) Draft statement of principles and commitments and global plan of action: report of the Secretary-General of the Conference (A/CONF.165/PC.2/3 and Add.1);

(b) Matters arising out of the resolutions of major legislative organs of the United Nations and other intergovernmental bodies which are brought to the attention of the Preparatory Committee: note by the secretariat (A/CONF.165/PC.2/7);

(c) Report on the World Summit for Social Development: note by the secretariat (A/CONF.165/PC.2/10);

(d) Towards a housing rights strategy: practical contributions by UNCHS (Habitat) on promoting, ensuring and protecting the full realization of the human right to adequate housing: report of the Secretary-General of the Conference (A/CONF.165/PC.2/11);

(e) Population distribution, urbanization and internal migration: note by the secretariat (A/CONF.165/PC.2/INF.3).

33. At the 1st meeting, on 24 April, an introductory statement was made on behalf of the Secretary-General of the Conference. Statements were made by the representatives of Turkey, Italy, Pakistan, Egypt, Denmark, Kenya, the United Republic of Tanzania, the Sudan and Swaziland. Statements were also made by the representatives of the European Union, the Habitat International Coalition, the World Bank, the Women and Shelter Network and the United Nations Children's Fund.

34. At the 2nd meeting, on 28 April, the Working Group established an informal working group to consider the documents before it. The informal working group completed a first reading of the drafts of the preamble, the statements of principles and goals and the commitments of the statement of principles and commitments and the global plan of action. In order to continue with the informal process of preparing the statement of principles and commitments and

the global plan of action, the informal working group discussed proposals for intersessional arrangements.

35. At the 3rd meeting, on 4 May, the Working Group began its consideration of the report of its informal working group.

36. At the 4th meeting, on 5 May, it concluded its consideration of the report of the informal working group and decided to transmit it to the Preparatory Committee for further consideration.

C. Arrangements for the third substantive session of the Preparatory Committee

37. At the 7th plenary meeting, on 5 May, the Preparatory Committee decided that its third substantive session would be held from 12 to 23 February 1996 at United Nations Headquarters, New York.

38. The representatives of Norway, Canada and Austria made statements regarding the position of their delegations concerning the duration of the third substantive session.

D. Provisional agenda for the third substantive session of the Preparatory Committee

39. At the 7th plenary meeting, on 5 May, the Preparatory Committee adopted the following provisional agenda for its third substantive session:

1. Adoption of the agenda and organizational matters.

2. Accreditation of non-governmental organizations and local authorities in accordance with the rules for their participation set out in decision II/4 of the Preparatory Committee.

3. Status of preparations for the United Nations Conference on Human Settlements (Habitat II):

   (a) Trust Funds;

   (b) Status of review reports and other substantive documentation to be submitted to the Conference;

   (c) Public information programme;

   (d) Partner forums;

   (e) Organization of the Conference, including rules of procedure;

   (f) Best practices and exhibition.

4. Outcome of the Conference: draft statement of principles and commitments and global plan of action.

5. Provisional agenda of the Conference.

6. Other matters.

7. Adoption of the report of the Preparatory Committee on its third session.

40. At the same meeting, the Preparatory Committee approved the accreditation of the non-governmental organizations recommended in the note by the Bureau (A/CONF.165/PC.2/CRP.1).

III. ACTION TAKEN BY THE PREPARATORY COMMITTEE

41. At the 7th plenary meeting, on 5 May, the Preparatory Committee adopted the following decisions, the texts of which are reproduced in annex I:

Decision II/1, on the financing of the United Nations Conference on Human Settlements (Habitat II) and its preparatory activities;

Decision II/2, on the third session of the Preparatory Committee;

Decision II/3, on recommendations of the Preparatory Committee for the United Nations Conference on Human Settlements (Habitat II) on the organization of work, including the establishment of committees and procedural matters;

Decision II/4, on the adoption of the rules of procedure for the United Nations Conference on Human Settlements (Habitat II);

Decision II/5, on preparatory activities;

Decision II/6, on the State of Human Settlements Report, major reviews and other substantive documentation;

Decision II/7, on the criteria for nominating and selecting best practices;

Decision II/8, on inter-sessional arrangements for drafting the statement of principles and commitments and the global plan of action;

Decision II/9, on accreditation of non-governmental organizations.

42. Decisions II/1 to II/4 were referred to the General Assembly for further action.

IV. CLOSURE OF THE SESSION

43. At the 7th plenary meeting, on 5 May, the Secretary-General of the Conference made a concluding statement. Statements were also made by the representative of Uganda, on behalf of the Group of African States, the representative of the Philippines, on behalf of the Group of Asian States, the representative of Poland, on behalf of the Group of Eastern European States, the representative of Brazil, on behalf of the Group of Latin American and Caribbean States, and the representative of Spain, on behalf of the Group of Western European and other States. The representative of Egypt made a statement on behalf of the Arab States. A statement was made by the representative of India, on behalf of the Group of 77 and China. The representative of France made a statement on behalf of the European Union. A statement was made by the representative of Turkey, as the host country of the Conference. A statement was also made by the representative of Kenya, as the host country of the second session of the Preparatory Committee.

44. The Chairman made a closing statement and declared the second session of the Preparatory Committee closed.

ANNEX I

Decisions

A. Decisions requiring action by the General Assembly

Decision II/1. Financing of the United Nations Conference on Human Settlements (Habitat II) and its preparatory activities

The Preparatory Committee for the United Nations Conference on Human Settlements (Habitat II), noting with appreciation the in-cash and in-kind support provided for the preparations for the Conference and, in particular, the contributions made so far to the two Trust Funds set up pursuant to General Assembly resolution 47/180 of 22 December 1992, noting with concern that the current level of contributions to the Trust Funds has been insufficient to support the remaining preparatory activities, also noting that the United Nations Centre for Human Settlements (Habitat) had advanced a substantial amount from the United Nations Habitat and Human Settlements Foundation towards the organization of the Conference, thus negatively affecting the implementation of the Centre's work programme, and bearing in mind that the General Assembly, in its resolution 49/109 of 19 December 1994, had requested that the work of the Preparatory Committee and the ad hoc secretariat of Habitat II continue to be funded within existing United Nations budgetary resources to ensure that the Conference would be treated adequately with respect to other global international United Nations conferences:

(a) Urgently called upon all Governments, especially those of the developed countries and others in a position to do so, and international and regional financial institutions, to increase their in-cash and in-kind contributions to the two Trust Funds, and called upon all Governments to disburse undistributed resources that have been pledged to the ad hoc secretariat of Habitat II;

(b) Called upon the Secretary-General of the Conference to explore all feasible avenues for funding, including the private sector and public foundations;

(c) Requested the General Assembly to allocate within existing United Nations budgetary resources sufficient funds to cover the costs of general temporary assistance, advisory services, secretariat operations, communications, consultants, information dissemination, and miscellaneous expenses for the period October 1995 to July 1996.

Decision II/2. Third session of the Preparatory Committee

The Preparatory Committee for the United Nations Conference on Human Settlements (Habitat II), bearing in mind General Assembly resolution 49/109 of 19 December 1994, in which, inter alia, the Assembly approved a third session of the Preparatory Committee, of relatively short duration, in early 1996, decided to recommend that such third session be held at United Nations Headquarters, New York, from 12 to 23 February 1996, and that the third session should have the following objectives:

(a) The Committee is expected to finalize the negotiations and reach an agreement on the draft statement of principles and commitments and global plan of action of the Conference;

(b) The Committee is also expected to reach an agreement on the provisional agenda, the rules of procedure and the organization of work of the Conference.

Decision II/3. Recommendations of the Preparatory Committee for the United Nations Conference on Human Settlements (Habitat II) on the organization of work, including the establishment of committees and procedural matters

The Preparatory Committee for the United Nations Conference on Human Settlements (Habitat II) recommended to the General Assembly the adoption of the organization of work, including the establishment of committees and procedural matters, as annexed below.

Annex

INTRODUCTION

1. The proposed organization of work for the United Nations Conference on Human Settlements (Habitat II) is based on:

(a) The experience of recent United Nations conferences;

(b) The necessity of encouraging the broad-based participation of all relevant actors in the preparatory process of the Conference, as foreseen in paragraph 16 of General Assembly resolution 49/109 of 19 December 1994, on the United Nations Conference on Human Settlements (Habitat II), which reads:

> "Calls upon all States to encourage the broad-based participation of local authorities and all relevant actors, including the scientific community, industry, trade unions, non-governmental organizations and the private sector, in the national, regional and international preparatory process and to encourage a wide exchange of information and experience in this respect, in particular on the programmes of work and activities of national committees."

2. To ensure a meaningful broad-based participation of local authorities, non-governmental organizations and all other relevant actors, Habitat II needs to become a conference of partnerships, as has been the case for the preparatory process at the national, regional and international levels, in accordance with paragraph 16 of the above-mentioned General Assembly resolution. This partnership includes a wide-exchange of information and experiences between Member States and representatives designated by international associations, consisting of: local authorities; relevant professionals; researchers and academics; non-governmental and community-based organizations; youth organizations; industry, commerce, finance and services; trade unions; parliamentarians; and media invited to the Conference. Also included are all agencies, programmes and organizations of the United Nations system, which have been called upon to be actively associated in the preparatory process of the Conference. In order to facilitate this process, the secretariat should continue to solicit and encourage the participation of non-governmental partners in the preparatory process, with a view to attaining representation of the broadest possible spectrum of views and contributions in terms of geographical coverage and different constituencies.

3. Member States have the sole and final responsibility in the decision-making process.

I. PRE-CONFERENCE CONSULTATIONS

4. In its resolution 47/180 of 22 December 1992, the General Assembly decided that the Conference should take place from 3 to 14 June 1996, at the highest possible level of participation. It is now suggested that, following the practice of previous United Nations conferences, pre-Conference consultations should take place at the venue of the Conference in Istanbul, Turkey, on 1 and 2 June 1996. The purpose of these consultations would be to enable all participating States to reach an agreement on the recommendations to be made on all procedural and organizational matters to be dealt with by the Conference at the opening meeting, including the election of officers, the composition of the General Committee, the adoption of the rules of procedure, the adoption of the agenda and organization of work, the appointment of the members of the Credential Committee and arrangements for the preparation of the report of the Conference.

5. The Preparatory Committee, therefore, at its current session, recommends to the General Assembly that, at its fiftieth session, it authorize the convening of these pre-Conference consultations.

II. ELECTION OF OFFICERS

6. Based on the experience of previous United Nations conferences, the Preparatory Committee, in the provisional rules to be adopted, may recommend that the Conference elect from among the representatives of participating States the following officers: a President, 27 Vice-Presidents and an ex officio Vice-President from the host country, and a Rapporteur-General, as well as a Chairperson for each of the two Main Committees and for a drafting committee, which may be set up in accordance with the practice of other United Nations conferences. These officials will constitute the General Committee of the Conference and shall be elected on the basis of ensuring the representative character of the Committee. The Conference may also elect such other officers as it deems necessary for the performance of its functions.

7. In accordance with standard practice, the Presidency of the Conference would go to the host country. The 27 Vice-Presidents would be distributed according to the following geographical pattern: seven representatives from African States; six from Asian States; three from Eastern European States; five from Latin American and Caribbean States; and six from Western European and other States. Regional groups should endeavour to ensure that they will be in a position to make known their nominations for the posts in the General Committee at the opening of the Conference.

III. ADOPTION OF THE RULES OF PROCEDURE

8. The Conference will have before it the provisional rules of procedure, to be approved by the General Assembly at its fiftieth session, on the recommendation of the Preparatory Committee. These rules will be in accordance with the established practice of the United Nations, including the most recent United Nations conferences and taking into account paragraph 16 of General

Assembly resolution 49/109. The provisional rules of procedure are contained in decision II/4.

IV. ADOPTION OF THE AGENDA

9. The Preparatory Committee, at its third session, will recommend the provisional agenda for adoption by the Conference.

V. ORGANIZATION OF WORK

10. In accordance with the proposed organization of work, which has to be approved by the Preparatory Committee, the Conference will be composed of a plenary and two Main Committees and a drafting committee, which may be set up in accordance with the practice of other United Nations conferences. The drafting committee(s) shall undertake work on documents, resolutions and decisions which may be allocated to it by the Conference.

11. The plenary will consist of two segments. The first segment will take place from 3 to 11 June 1996. It will allow for a general exchange of views on the main themes of the Conference, as will be outlined in the annotated agenda.

12. The second segment, from 12 to 14 June 1996, which will be identified as the "High-level Segment", will provide the opportunity for "world leaders to commit themselves to making cities, towns and villages in their countries healthy, safe, just and sustainable", as encouraged by the General Assembly in paragraph 14 of resolution 49/109. Therefore, this Segment should be held at the highest possible level of participation, as recommended by the General Assembly in paragraph 1 of its resolution 47/180, and reaffirmed by it in paragraph 5 of resolution 49/109. Consequently, Member States are encouraged to be represented at this Segment by their Heads of State or Government, or their high-level appointees, who could present specific commitments on behalf of their respective Governments.

13. It is proposed that oral statements presented at the plenary during the Conference should not exceed seven minutes.

14. Committee 1 will be in charge of preparing the Statement of Principles and Commitments and the Global Plan of Action for adoption by the plenary.

15. Committee 2, composed of the representatives of Member States, will ensure broad-based participation by conducting hearings similar to the "World Hearings on Development" convened by the President of the General Assembly in June 1994. For these hearings, statements and commitments will be brought to the Committee by the representatives of partners mentioned in paragraph 2 above, including the organizations of the United Nations system.

16. The statements and commitments to be presented by the associates and partners in the hearings in Committee 2 will be the result of a preparatory process by these groups, including a cities' assembly and specific forums. Each hearing will be followed by a discussion by representatives of these associations and partners with Committee members.

17. Committee 2 will also receive recommendations from a series of thematic round tables. These represent the conclusions of global workshops and seminars convened during the preparatory process.

18. The representatives selected by each group of partners will be invited to the hearings.

VI. PARTICIPATION OF LOCAL AUTHORITIES

19. To ensure the broad-based participation of local authorities in Habitat II, as foreseen by the General Assembly in resolution 49/109, the Preparatory Committee recommends to the General Assembly that it authorize a special modality, comparable to that provided to the representatives of national human rights institutions at the World Conference on Human Rights, held in Vienna from 14 to 25 June 1993, and to the representatives of selected scientific associations at the World Conference on Natural Disaster Reduction, held at Yokohama, Japan, from 23 to 27 May 1994.

20. The appropriate modality for Habitat II would be to encourage the full participation of local authorities. Consequently, an additional rule, Rule 61, is added to the provisional rules of procedure, to provide the following:

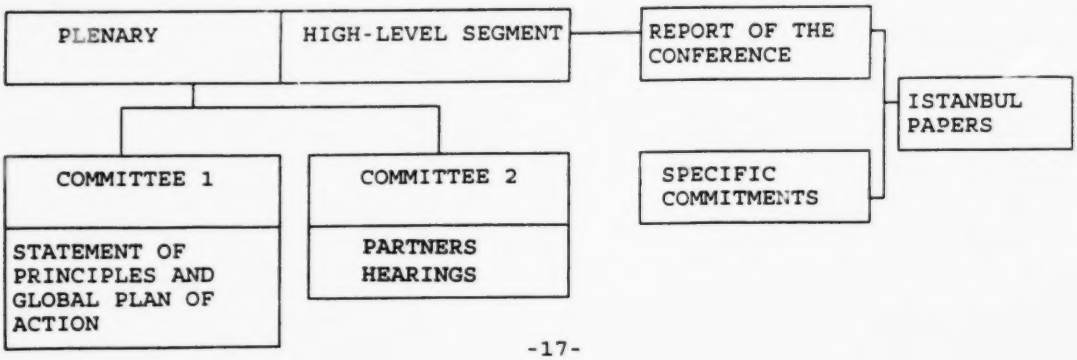
> Representatives of local authorities, designated by accredited international associations of local authorities in consultation with national associations of local authorities, invited to the Conference may participate, without the right to vote, in the deliberations of the Conference, its Main Committees and, as appropriate, any other committee or working group, on questions within the scope of their activities. Every effort shall be made to make the representation of local authorities balanced in terms of region, size and type of local authorities.

VII. REPORT OF THE CONFERENCE

21. In accordance with the practice followed at previous United Nations conferences, it is recommended that the report of the Conference consist of the decisions of the Conference, a brief account of the proceedings and a reportorial account of the work of the two Main Committees and of the action taken in plenary meeting on their recommendations, as well as statements and commitments made by Member States, associates and partners.

22. As has also been the practice, it is recommended that each regional group be requested to designate, before the opening of the Conference, two persons to serve as friends of the Rapporteur-General to assist in preparing the draft report of the Conference.

23. Reports of the Conference and associated commitments will constitute the Istanbul papers, reflecting the substance and nature of this conference of partnerships.



Decision II/4. Adoption of the rules of procedure for the United Nations Conference on Human Settlements (Habitat II)

The Preparatory Committee for the United Nations Conference on Human Settlements (Habitat II), noting that the Conference would have before it the provisional rules of procedure, to be endorsed by the General Assembly at its fiftieth session, on the recommendation of the Preparatory Committee, and that those rules would be in accordance with the established practice of the United Nations, including the most recent United Nations conferences, and would take into account paragraph 16 of General Assembly resolution 49/109 of 19 December 1994, adopted the provisional rules of procedure as contained in the annex to the present decision, and decided to forward them to the General Assembly for endorsement.

Annex

PROVISIONAL RULES OF PROCEDURE FOR THE UNITED NATIONS CONFERENCE ON HUMAN SETTLEMENTS (HABITAT II)

CONTENTS

		Page
I.	REPRESENTATION AND CREDENTIALS	19
II.	OFFICERS	20
III.	GENERAL COMMITTEE	21
IV.	SECRETARIAT OF THE CONFERENCE	21
V.	OPENING OF THE CONFERENCE	22
VI.	CONDUCT OF BUSINESS	23
VII.	DECISION-MAKING	26
VIII.	SUBSIDIARY BODIES	29
IX.	LANGUAGES AND RECORDS	30
X.	PUBLIC AND PRIVATE MEETINGS	30
XI.	OTHER PARTICIPANTS AND OBSERVERS	31
XII.	AMENDMENT AND SUSPENSION OF THE RULES OF PROCEDURE	33

I. REPRESENTATION AND CREDENTIALS

Composition of delegations

Rule 1

The delegation of each State participating in the Conference [and of the European Community] [and other regional international organizations, if they desire,] shall consist of a head of delegation and such other representatives, alternate representatives and advisers as may be required.

Alternates and advisers

Rule 2

The head of delegation may designate an alternate representative or an adviser to act as a representative.

Submission of credentials

Rule 3

The credentials of representatives and the names of alternate representatives and advisers shall be submitted to the secretariat of the Conference, if possible not less than one week before the opening of the Conference. The credentials shall be issued either by the Head of State or Government or by the Minister for Foreign Affairs [or, in the case of the European Community, by the President of the European Commission].

Credentials Committee

Rule 4

A Credentials Committee of nine members shall be appointed at the beginning of the Conference. Its composition shall be based on that of the Credentials Committee of the General Assembly of the United Nations at its fiftieth session. It shall examine the credentials of representatives and report to the Conference without delay.

Provisional participation

Rule 5

Pending a decision of the Conference upon their credentials, representatives shall be entitled to participate provisionally in the Conference.

II. OFFICERS

Elections

Rule 6

The Conference shall elect from among the representatives of participating States the following officers: a President, 27 Vice-Presidents and an ex officio Vice-President from the host country, a Rapporteur-General, and a Chairman for each of the Main Committees established in accordance with rule 46. These officials shall be elected on the basis of ensuring the representative character of the General Committee composed in accordance with rule 11. The Conference may also elect such other officers as it deems necessary for the performance of its functions.

General powers of the President

Rule 7

1. In addition to exercising the powers conferred upon him/her elsewhere by these rules, the President shall preside at the plenary meetings of the Conference, declare the opening and closing of each meeting, direct the discussions, ensure observance of these rules, accord the right to speak, put questions to the vote and announce decisions. The President shall rule on points of order and, subject to these rules, shall have complete control of the proceedings and over the maintenance of order thereat. The President may propose to the Conference the closure of the list of speakers, a limitation on the time to be allowed to speakers and on the number of times the representative of each participant in the Conference may speak on a question, the adjournment or the closure of the debate and the suspension or the adjournment of a meeting.

2. The President, in the exercise of his/her functions, remains under the authority of the Conference.

Acting President

Rule 8

1. If the President is absent from a meeting or any part thereof, he/she shall designate one of the Vice-Presidents to take his/her place.

2. A Vice-President acting as President shall have the same powers and duties as the President.

Replacement of the President

Rule 9

If the President is unable to perform his/her functions, a new President shall be elected.

Voting rights of the President

Rule 10

The President, or a Vice-President acting as President, shall not vote, but shall appoint another member of his/her delegation to vote in his/her place.

III. GENERAL COMMITTEE

Composition

Rule 11

The President, the Vice-Presidents, the Rapporteur-General and the Chairmen of the two Main Committees shall constitute the General Committee. The President, or in his/her absence, one of the Vice-Presidents designated by him/her, shall serve as Chairman of the General Committee. The Chairman of the Credentials Committee may participate, without the right to vote, in the General Committee.

Substitute members

Rule 12

If the President or a Vice-President is to be absent during a meeting of the General Committee, he/she may designate a member of his/her delegation to sit and vote in the Committee. In case of absence, the Chairman of a Main Committee shall designate a Vice-Chairman of that Committee as his/her substitute. When serving on the General Committee, a Vice-Chairman of the Main Committee shall not have the right to vote if he/she is of the same delegation as another member of the General Committee.

Functions

Rule 13

The General Committee shall assist the President in the general conduct of the business of the Conference and shall ensure the coordination of its work.

IV. SECRETARIAT OF THE CONFERENCE

Duties of the Secretary-General

Rule 14

The Secretary-General of the United Nations, or a member of the secretariat designated by him, shall act in that capacity in all meetings of the Conference and its subsidiary bodies.

Duties of the secretariat

Rule 15

The secretariat of the Conference shall, in accordance with these rules:

(a) Interpret speeches made at meetings;

(b) Receive, translate, reproduce and circulate the documents of the Conference;

(c) Make and arrange for the keeping of sound recordings of meetings;

(d) Publish and circulate the report and official records of the Conference;

(e) Arrange for the custody of the documents and records of the Conference in the archives of the United Nations;

(f) Generally perform all other work that the Conference may require in connection with its proceedings.

Statements by the secretariat

Rule 16

The Secretary-General of the United Nations, or any member of the secretariat designated for that purpose, may at any time make either oral or written statements concerning any question under consideration.

V. OPENING OF THE CONFERENCE

Temporary President

Rule 17

At the opening of the first meeting of the Conference, the Secretary-General of the United Nations or, in his absence, his representative, shall preside until the Conference has elected its President.

Decisions concerning organization

Rule 18

The Conference shall, at its first meeting:

(a) Adopt its rules of procedure;

(b) Elect its officers and constitute its subsidiary bodies;

(c) Adopt its agenda, the draft of which shall, until such adoption, be the provisional agenda of the Conference;

(d) Decide on the organization of its work.

VI. CONDUCT OF BUSINESS

Quorum

Rule 19

The President may declare a meeting open and permit the debate to proceed when representatives of at least one third of the States participating in the Conference are present. The presence of representatives of a majority of such States so participating shall be required for any decision to be taken.

Speeches

Rule 20

1. No one may address the Conference without having previously obtained the permission of the President. Subject to rules 21 and 22 and 24 to 28, the President shall call upon speakers in the order in which they signify their desire to speak.

2. Debate shall be confined to the question before the Conference and the President may call a speaker to order if his/her remarks are not relevant to the subject under discussion.

3. The Conference may limit the time allowed to speakers and the number of times each participant may speak on any question. Permission to speak on a motion to set such limits shall be accorded to only two representatives in favour of and two opposing such limits, after which the motion shall be immediately put to the vote. In any event, with the consent of the Conference, the President shall limit each intervention on procedural matters to five minutes. When the debate is limited and a speaker exceeds the allotted time, the President shall call him/her to order without delay.

Points of order

Rule 21

During the discussion of any matter, a representative may at any time raise a point of order, which shall be immediately decided by the President in accordance with these rules. A representative may appeal against the ruling of the President. The appeal shall be immediately put to the vote, and the President's ruling shall stand unless overruled by a majority of the representatives present and voting. A representative may not, in raising a point of order, speak on the substance of the matter under discussion.

Precedence

Rule 22

The Chairman or Rapporteur of the Main Committee or a representative designated by any other subsidiary body may be accorded precedence for the purpose of explaining the conclusions arrived at by the body.

Closing of the list of speakers

Rule 23

During the course of a debate, the President may announce the list of speakers and, with the consent of the Conference, declare the list closed.

Right of reply

Rule 24

1. Notwithstanding rule 23, the President shall accord the right of reply to a representative of any State [or of the European Community] participating in the Conference who requests it. Any other representative may be granted the opportunity to make a reply.

2. The statements made under this rule shall normally be made at the end of the last meeting of the day, or at the conclusion of the consideration of the relevant item if that is sooner.

3. The representatives of a State [or of the European Community] may make no more than two statements under this rule at a given meeting on any item. The first shall be limited to five minutes and the second to three minutes; representatives shall in any event attempt to be as brief as possible.

Adjournment of debate

Rule 25

A representative of any State participating in the Conference may at any time move the adjournment of the debate on the question under discussion. Permission to speak on the motion shall be accorded to only two representatives in favour and two opposing the adjournment, after which the motion shall, subject to rule 28, be immediately put to the vote.

Closure of debate

Rule 26

A representative of any State participating in the Conference may at any time move the closure of the debate on the question under discussion, whether or not any other representative has signified his/her wish to speak. Permission to speak on the motion shall be accorded to only two representatives opposing the closure, after which the motion shall, subject to rule 28, be immediately put to the vote.

Suspension or adjournment of the meeting

Rule 27

Subject to rule 38, a representative of any State participating in the Conference may at any time move the suspension or the adjournment of the

meeting. No discussion on such motions shall be permitted and they shall, subject to rule 28, be immediately put to the vote.

Order of motions

Rule 28

The motions indicated below shall have precedence in the following order over all proposals or other motions before the meeting:

(a) To suspend the meeting;

(b) To adjourn the meeting;

(c) To adjourn the debate on the question under discussion;

(d) To close the debate on the question under discussion.

Submissions of proposals and substantive amendments

Rule 29

Proposals and substantive amendments shall normally be submitted in writing to the secretariat of the Conference, which shall circulate copies to all delegations. Unless the Conference decides otherwise, substantive proposals shall be discussed or put to a decision no earlier than 24 hours after copies have been circulated in all languages of the Conference to all delegations. The President may, however, permit the discussion and consideration of amendments, even though these amendments have not been circulated or have only been circulated the same day.

Withdrawal of proposals and motions

Rule 30

A proposal or a motion may be withdrawn by its sponsor at any time before a decision on it has been taken, provided that it has not been amended. A proposal or a motion thus withdrawn may be reintroduced by any representative.

Decisions on competence

Rule 31

Subject to rule 28, any motion calling for a decision on the competence of the Conference to adopt a proposal submitted to it shall be put to the vote before a vote is taken on the proposal in question.

Reconsideration of proposals

Rule 32

When a proposal has been adopted or rejected, it may not be reconsidered unless the Conference, by a two-thirds majority of the representatives present and voting, so decides. Permission to speak on a motion to reconsider shall be accorded to only two speakers opposing reconsideration, after which the motion shall be immediately put to the vote.

VII. DECISION-MAKING

General agreement

Rule 33

The Conference shall make its best endeavours to ensure that the work of the Conference is accomplished by general agreement.

Voting rights

Rule 34

Each State participating in the Conference shall have one vote.

Majority required

Rule 35

1. Subject to rule 33, decisions of the Conference on all matters of substance shall be taken by a two-thirds majority of the representatives present and voting.

2. Except as otherwise provided in these rules, decisions of the Conference on all matters of procedure shall be taken by a majority of the representatives present and voting.

3. If the question arises whether a matter is one of procedure or of substance, the President of the Conference shall rule on the question. An appeal against this ruling shall be put to the vote immediately, and the President's ruling shall stand unless overruled by a majority of the representatives present and voting.

4. If a vote is equally divided, the proposal or motion shall be regarded as rejected.

Meaning of the phrase "representatives present and voting"

Rule 36

For the purpose of these rules, the phrase "representatives present and voting" means representatives casting an affirmative or negative vote. Representatives who abstain from voting shall be regarded as not voting.

Method of voting

Rule 37

1. Except as provided in rule 44, the Conference shall normally vote by show of hands, except that a representative may request a roll-call, which shall then be taken in the English alphabetical order of the names of the States participating in the Conference, beginning with the delegation whose name is drawn by lot by the President. The name of each State shall be called in all roll-calls and its representative shall reply "yes", "no" or "abstention".

2. When the Conference votes by mechanical means, a non-recorded vote shall replace a vote by show of hands and a recorded vote shall replace a roll-call. A representative may request a recorded vote, which shall, unless a representative requests otherwise, be taken without calling out the names of the States participating in the Conference.

3. The vote of each State participating in a roll-call or a recorded vote shall be inserted in any record of or report on the Conference.

Conduct during voting

Rule 38

After the President has announced the commencement of voting, no representative shall interrupt the voting except on a point of order in connection with the process of voting.

Explanation of vote

Rule 39

Representatives may make brief statements, consisting solely of explanations of vote, before the voting has commenced or after the voting has been completed. The President may limit the time to be allowed for such explanations. The representative of a State sponsoring a proposal or motion shall not speak in explanation of vote thereon, except if it has been amended.

Division of proposals

Rule 40

A representative may move that parts of a proposal be voted on separately. If a representative objects, the motion for division shall be voted upon. Permission to speak on the motion shall be accorded to only two representatives in favour of and two opposing the division. If the motion is carried, those parts of the proposal that are subsequently approved shall be put to the Conference for decision as a whole. If all operative parts of the proposal have been rejected, the proposal shall be considered to have been rejected as a whole.

Amendments

Rule 41

A proposal is considered an amendment to another proposal if it merely adds to, deletes from or revises part of that proposal. Unless specified otherwise, the word "proposal" in these rules shall be considered as including amendments.

Order of voting on amendments

Rule 42

When an amendment is moved to a proposal, the amendment shall be voted on first. When two or more amendments are moved to a proposal, the Conference shall vote first on the amendment furthest removed in substance from the original proposal and then on the amendment next furthest removed therefrom and so on until all the amendments have been put to the vote. Where, however, the adoption of one amendment necessarily implies the rejection of another amendment, the latter shall not be put to the vote. If one or more amendments are adopted, the amended proposal shall then be voted upon.

Order of voting on proposals

Rule 43

1. If two or more proposals, other than amendments, relate to the same question, they shall, unless the Conference decides otherwise, be voted on in the order in which they were submitted. The Conference may, after each vote on a proposal, decide whether to vote on the next proposal.

2. Revised proposals shall be voted on in the order in which the original proposals were submitted, unless the revision substantially departs from the original proposal. In that case, the original proposal shall be considered as withdrawn and the revised proposal shall be treated as a new proposal.

3. A motion requiring that no decision be taken on a proposal shall be put to the vote before a decision is taken on the proposal in question.

Elections

Rule 44

All elections shall be held by secret ballot, unless, in the absence of any objection, the Conference decides to proceed without taking a ballot when there is an agreed candidate or slate.

Rule 45

1. When one or more elective places are to be filled at one time under the same conditions, those candidates, in a number not exceeding the number of such places, obtaining in the first ballot a majority of the votes cast and the largest number of votes, shall be elected.

2. If the number of candidates obtaining such a majority is less than the number of places to be filled, additional ballots shall be held to fill the remaining places, the voting being restricted to the candidates obtaining the largest number of votes in the previous ballot, in a number not exceeding twice the number of places remaining to be filled.

VIII. SUBSIDIARY BODIES

Main Committees

Rule 46

The Conference may establish two Main Committees as required, and a drafting Committee which may be set up in accordance with the practice of other United Nations conferences.

Representation on a Main Committee

Rule 47

Each State participating in the Conference may be represented by one representative on the Main Committee. Each State [and the European Community] may assign to the Committees such alternate representatives and advisers as may be required.

Other subsidiary bodies

Rule 48

The Conference and the Main Committees may establish such working groups as they deem necessary for the performance of their functions.

Officers

Rule 49

Except as provided in rule 6 or otherwise decided, each subsidiary body shall elect its own officers.

Procedures of subsidiary bodies

Rule 50

Unless otherwise decided by the Conference, these rules apply, *mutatis mutandis*, to the subsidiary bodies, except that:

(a) A majority of the representatives on the Credentials Committee shall constitute a quorum;

(b) The Chairman of a Main Committee or a working group may declare a meeting open and permit the debate to proceed when representatives of at least one quarter of the States participating in the Conference are present;

(c) The Chairmen of the General Committee, Credentials Committee and working groups may exercise the right to vote in those bodies;

(d) Decisions of committees and working groups shall be taken by a majority of the representatives present and voting, except that the reconsideration of a proposal shall require the majority established by rule 32.

IX. LANGUAGES AND RECORDS

Languages of the Conference

Rule 51

Arabic, Chinese, English, French, Russian and Spanish shall be the languages of the Conference.

Interpretation

Rule 52

1. Speeches made in a language of the Conference shall be interpreted into other such languages.

2. A representative may speak in a language other than a language of the Conference if he/she provides for interpretation into one such language.

Languages of official documents

Rule 53

Official documents of the Conference shall be made available in the languages of the Conference.

Sound recordings of meetings

Rule 54

Sound recordings of meetings of the Conference and of a Main Committee shall be made and kept in accordance with the practice of the United Nations. Unless otherwise decided, no such recordings shall be made of the meetings of any working group.

X. PUBLIC AND PRIVATE MEETINGS

General principles

Rule 55

1. The plenary meetings of the Conference and the meetings of the Main Committees shall be held in public unless the body concerned decides otherwise. All decisions taken by the plenary of the Conference at a private meeting shall be announced at an early public meeting of the plenary.

2. As a general rule, meetings of other bodies of the Conference shall be held in private.

Communiqués on private meetings

Rule 56

At the close of a private meeting, the body concerned may issue a communiqué through the secretariat of the Conference.

XI. OTHER PARTICIPANTS AND OBSERVERS

Representatives of organizations that have received a standing invitation from the General Assembly to participate in the capacity of observers in the sessions and work of all international conferences convened under its auspices

Rule 57

Representatives designated by organizations that have received a standing invitation from the General Assembly to participate in the sessions and work of all international conferences convened under its auspices have the right to participate as observers, without the right to vote, in the deliberations of the Conference, the Main Committees and, as appropriate, any working group.

Representatives of the specialized agencies 1/

Rule 58

Representatives designated by the specialized agencies may participate, without the right to vote, in the deliberations of the Conference, the Main Committees and, as appropriate, any working group on questions within the scope of their activities.

Representatives of other intergovernmental organizations and other entities

Rule 59

Representatives designated by interested intergovernmental organizations and other entities invited to the Conference may participate as observers, without the right to vote, in the deliberations of the Conference, the Main Committees and, as appropriate, any working group on questions within the scope of their activities.

1/ For the purposes of these rules, the term "specialized agencies" includes the International Atomic Energy Agency and the World Trade Organization.

Representatives of interested United Nations organs

Rule 60

Representatives designated by interested organs of the United Nations may participate as observers, without the right to vote, in the deliberations of the Conference, the Main Committees and, as appropriate, any working group on questions within the scope of their activities.

Representatives of local authorities

Rule 61

Representatives of local authorities, designated by accredited international associations of local authorities in consultation with national associations of local authorities, invited to the Conference may participate, without the right to vote, in the deliberations of the Conference, its Main Committees and, as appropriate, any other committee or working group, on questions within the scope of their activities. Every effort shall be made to make the representation of local authorities balanced in terms of region, size and type of local authorities.

Representatives of non-governmental organizations

Rule 62

1. Non-governmental organizations accredited to participate in the Conference may designate representatives to sit as observers at public meetings of the Conference and the Main Committees.

2. Upon the invitation of the presiding officer of the body concerned and subject to the approval of that body, such observers may make oral statements on questions in which they have special competence. If the number of requests to speak is too large, the non-governmental organizations shall be requested to form themselves into constituencies, such constituencies to speak through spokespersons.

Written statements

Rule 63

Written statements submitted by the designated representatives referred to in rules 57 to 62 shall be distributed by the secretariat to all delegations in the quantities and in the language in which the statements are made available to it at the site of the Conference, provided that a statement submitted on behalf of a non-governmental organization is related to the work of the Conference and is on a subject in which the organization has a special competence. Written statements shall not be issued at United Nations expense and shall not be issued as official documents.

XII. AMENDMENT AND SUSPENSION OF THE RULES OF PROCEDURE

Method of amendment

Rule 64

These rules of procedure may be amended by a decision of the Conference taken by a two-thirds majority of the representatives present and voting, after the General Committee has reported on the proposed amendment.

Method of suspension

Rule 65

Any of these rules may be suspended by the Conference provided that 24 hours' notice of the proposal for the suspension has been given, which may be waived if no representative objects. Any such suspension shall be limited to a specific and stated purpose and to a period required to achieve that purpose.

B. Other decisions

Decision II/5. Preparatory activities

A. National objectives, activities and reporting

The Preparatory Committee for the United Nations Conference on Human Settlements (Habitat II), bearing in mind that the General Assembly and the Preparatory Committee have called for an in-country preparatory process for the Conference that is broad-based and participatory, and grounded on the enabling strategy, bearing in mind also that, at its first session, the Committee recommended that the in-country preparatory process be considered as a capacity-building exercise, bearing in mind further the guidelines that had been prepared by the Secretary-General of the Conference for the unified reporting format for national reports and plans of action, taking note that the preparatory process was an opportunity to assess human settlements trends and conditions at the national and subnational levels and, at the same time, to establish in all countries a permanent system for monitoring and follow-up on human settlements trends and conditions at the same levels, taking note with satisfaction that more than one hundred national committees have been established to date, also taking note that many national committees were preparing their national plans of action and first-phase five-year plans of action and identifying their highest priorities, and noting with concern that many developing countries lacked the financial, technical, human and other resources to facilitate the preparatory process fully, and that funds so far made available to the Secretary-General had been insufficient to support the least developed and developing countries in their preparatory activities, recommended that all countries that had not yet don so establish national committees for the Conference and undertake in-country preparatory processes as a matter of priority, and that national committees that had not already done so adopt a work programme and enter into a consultative process (including the assessment of shelter and settlements conditions, the application of shelter and urban indicators and the identification of and learning from best practices), involving all key groups of actors, in order to reach a consensus on priority issues and problems and to formulate a first-phase five-year plan of action, or give an overview of existing plans of action, which is to be completed no later than 1 December 1995, requested that all national committees submit, in a timely manner, a substantial progress report on the global plan of action to the Secretary-General, no later than 1 September 1995, called upon all countries to submit their national reports, including the national plan of action, in accordance with the guidelines for national preparations, 2/ and to take advantage of the assessments carried out in the preparation of national reports on Habitat II by establishing a permanent capacity at the national and local levels for the regular monitoring of human settlements conditions and trends, and called upon all countries that are able to do so to increase their voluntary contributions for in-country preparations, through the secretariat of the Conference.

B. Regional objectives and activities

The Preparatory Committee for the United Nations Conference on Human Settlements (Habitat II), noting with satisfaction the cooperation so far provided by the regional commissions of the United Nations and other regional organizations in holding and participating in preparatory meetings which had provided opportunities for countries to share experiences in in-country

---

2/ A/CONF.165/PC.2/2/Add.1/Rev.1; see annex V below.

preparations and to identify issues of common concern in shelter and settlements development, noting with appreciation the several regional activities that had been held and were scheduled to take place in Africa, Asia and the Pacific, Europe and North America, Latin America and the Caribbean, and the Arab States, recognizing that cultural, social and urban convergences and divergencies and economic similarities affecting shelter and human settlements development strategies existed within regions, and noting with concern that insufficient resources had been made available to the Secretary-General of the Conference to provide substantive and financial support to those meetings, recommended that regional and international resources, including those of the regional commissions of the United Nations, other relevant regional intergovernmental organizations, development banks and others, be made available as far as possible to representatives of national committees for the Conference and the Secretary-General to participate in regional activities that would enrich national preparatory processes.

C. International objectives and activities

The Preparatory Committee for the United Nations Conference on Human Settlements (Habitat II), bearing in mind the recommendations and decisions made at its first session regarding the objectives of the preparatory process for the Conference, taking note of the guidelines prepared and disseminated by the Secretary-General in support of in-country preparations, including specific guidelines for the application of shelter and urban indicators and the identification and nomination of best practices as key components of the action planning process, noting with satisfaction that the Secretary-General of the Conference had successfully encouraged Governments and other groups of key actors to participate actively in the preparatory process as witnessed by the numerous activities inscribed in the "learning year", noting with appreciation the resources that have been contributed to the application of shelter and urban indicators and to the identification, nomination and dissemination of best practices, and further noting with satisfaction that the Secretary-General had integrated gender analysis and gender-sensitive issues in the process of identification of best practices, endorsed the continuation of support provided by the Secretary-General of the Conference to national committees for, among other things, housing and urban indicators and best practices, called upon the Secretary-General, regional and subregional organizations, and bilateral and multilateral assistance agencies to continue to devote technical cooperation resources in support of the efforts of countries to prepare, formulate and submit their national action plans and reports, called upon technical and financial agencies to continue to support the Secretary-General in the work on indicators and best practices, and requested the Secretary-General to prepare feasibility studies for the financing and establishment of international support programmes proposed and initiated during the preparatory process to implement the objectives of the global plan of action, with particular emphasis on monitoring and applying shelter and urban indicators, promoting the sharing and learning of best practices and establishing a leadership-training facility.

Decision II/6. The State of Human Settlements Report, major reviews and other substantive documentation

The Preparatory Committee for the United Nations Conference on Human Settlements (Habitat II), having noted, in its decision II/8, that it envisaged a Global Plan of Action that would take into account, among other sources, recent research and studies, including the four major reviews and the Global Report on Human Settlements (this latter document being the same as the State of

Human Settlements Report called for by the Preparatory Committee at its first substantive session), aware that each of those documents covered issues that might also have been covered in other documents and aware that the documents were generated under separate contracts by various experts, decided that such documentation should be synthesized, with corrections and revisions as appropriate, into one set of internally consistent findings prior to the third session, and that those resultant findings should be a compendium of settlements and shelter issues and trends, an evaluation of current and past policies and programmes, and a look into the future, given various assumptions, and that they should be presented as a single, appropriately titled document to the third session and should, prior to the Conference in Istanbul, be converted into a publication for popular consumption and into a broadcast-quality video(s), and further decided that the documents to be incorporated into the synthesized report to the third session should include: (a) The State of Human Settlements Report (The Global Report on Human Settlements); (b) The review of trends in policies and programmes undertaken by countries and international organizations to implement the recommendations adopted by Habitat: United Nations Conference on Human Settlements; 3/ (c) The mid-term review of the implementation of the Global Strategy for Shelter to the Year 2000; 4/ (d) The mid-term review of the implementation of the Global Strategy for Shelter to the year 2000: overview of survey findings, examples of best practices and external support for the implementation of the strategy; 5/ (e) The review of the contributions to the implementation of Agenda 21 of national and international action in the area of human settlements; 6/ and (f) The review of current global trends in economic and social development as they affect planning, development and management of human settlements, and recommendations for future action at the national and international levels. 7/

Decision II/7. Criteria for nominating and selecting best practices

The Preparatory Committee, having reviewed the note by the secretariat entitled "Guidelines for national preparations", 8/ decided to make the following recommendations/amendments regarding the criteria for nominating and selecting best practices:

1. Criteria for nominating best practices

Three basic criteria for the nomination of best practices have been adopted, which conform with the guidelines established for the Habitat II preparatory process.

3/ A/CONF.165/PC.2/4.

4/ A/CONF.165/PC.2/5.

5/ A/CONF.165/PC.2/6.

6/ A/CONF.165/PC.2/8.

7/ A/CONF.165/PC.2/9.

8/ A/CONF.165/PC.2/2/Add.1/Rev.1.

(a) Impact

The best practice should demonstrate a positive and tangible impact on improving the living environment of people in at least one of the following categories and subcategories which are being addressed by the Conference. These categories are indicative, and additional subcategories may be added as necessary.

(i) Sustainable shelter and community development:

a. Affordable housing and services;

b. Access to land and finance;

c. Community-based planning and participation in decision-making and resource allocation;

d. Extension of safe water supply and sanitation;

e. Inner-city core, neighbourhood and settlement revival and rehabilitation;

f. Safe and healthy building materials and technologies.

(ii) Sustainable urban and regional development:

a. Job creation and eradication of poverty;

b. Reduction of pollution and improvement of environmental health;

c. Improved access to public transport and communication;

d. Improved waste collection, reuse and recycling;

e. Greening of the city and effective use of public space;

f. Improved production and consumption cycles, including replacement/reduction of use of non-renewable resources;

g. More efficient energy use and production.

(iii) Sustainable, efficient accountable and transparent settlements management:

a. More effective and efficient administrative, management and information systems;

b. Gender equality and equity in decision-making, resource-allocation and programme design and implementation;

c. Crime reduction and prevention;

d. Improved disaster preparedness, mitigation and reconstruction;

e. Social integration and reduction of exclusion.

(b) Partnerships

Best practices should be based on partnerships among at least two, or possibly more, of the following actors identified as partners of the in-country preparatory process for Habitat II:

(i) National/central Government;

(ii) Local governments and their associations;

(iii) Non-governmental organizations, community-based organizations and voluntary organizations;

(iv) Private sector;

(v) International agencies;

(vi) Media groups (press, TV, radio);

(vii) Academic and scientific community;

(viii) Human settlements professionals and their associations;

(ix) Civic leaders, mayors, councillors.

(c) Sustainability

Projects of programmes based on one-time external funding or showcase initiatives are hardly reconcilable with the principle of sustainability. Best practices should also demonstrate their tangible impact in bringing about lasting changes in at least one of the areas listed below. The nomination of an example of best practice requires the explicit backing by at least two independent actors using the criteria of sustainable impact described below:

(i) Legislation, regulatory frameworks, by-laws or standards, providing formal recognition of the issues and problems that have been addressed;

(ii) Social policies and/or sectoral strategies at the (sub)national level that have a potential for replication elsewhere;

(iii) Institutional frameworks and decision-making processes that assign clear roles and responsibilities to various levels and groups of actors, such as, central and local government, private sector, non-governmental organizations and community-based organizations;

(iv) Efficient, transparent and accountable management systems;

(v) Management systems that make more efficient and effective use of human, technical, financial and natural resources.

2. How to report

Submissions should be sent to the ad hoc secretariat of the United Nations Conference on Human Settlements (Habitat II) through the national committee in the country where the best practice occurred. In order to facilitate the timely

sharing of information on best practices for the benefit of all countries preparing their national reports and action plans, submissions should also be sent to the secretariat. If the national committee of that country has not yet been established, or in the case of transnational initiatives, submissions may be forwarded directly to the secretariat by electronic mail, fax or regular mail.

There are two stages of reporting. The first is a short three-page summary that outlines the best practice. Those selected for worldwide dissemination will be asked to prepare a more detailed version. Both reports should strictly comply with reporting formats. Submissions should preferably be in English.

By when

The first three-page summary should be submitted to the ad hoc secretariat by 1 September 1995.

Best practice reports should be submitted to the ad hoc secretariat as soon as possible. The deadline for final submission is 1 December 1995.

Format for reporting

The first-stage submission for each best practice should use the structure and sequence of headings as set out below. Maximum use should be made of photographs, drawings, charts and diagrams, taking note of the maxim that "one picture is worth a thousand words".

(a) Title. The title should provide some indication of the sector involved, for example: "Public transport in Curitiba, Brazil";

(b) Names of key organizations and groups involved in the best practice, with names, positions and contact addresses, telephone and fax numbers of at least two individuals involved in the best practice;

(c) Key dates in the history of the best practice and status as of the date of submission;

(d) Before. A description, in no more than 300 words, of the living environment before the best practice was implemented;

(e) After. A description, in no more than 300 words, of the current conditions of the living environment;

(f) Strategy. A description, in no more than 1,000 words, of the strategy used to achieve improvement in the living environment. For example, describe any changes in:

(i) Legislation, laws and by-laws;

(ii) Sectoral policies and strategies;

(iii) Institutional arrangements and partnerships;

(iv) Management systems and decision-making processes.

The use of new technologies, and the harmonization of existing sectoral policies and strategies, should also be elaborated, as well as any changes that ensured the sustainability of the best practice.

Gender analysis

Wherever applicable and possible, a gender analysis should be undertaken to reflect any changes that were brought about as a result of the best practice in: (a) the respective roles and responsibilities of women and men; (b) changes in attitudes and values vis-à-vis women and men; (c) the access by women, men, girls and boys to resources and services; (d) the effective participation of women and men in management systems; (e) addressing the specific needs of women, men, girls and boys.

Indicators

If applicable, the use of indicators in assessing the impact of the best practice should be noted.

Format for final submission

The format for submission of the detailed report will be communicated to the authors of best practices as soon as possible. This format will be based on the need to devise a user-friendly information-sharing and retrieval system.

Video films

National committees are encouraged to produce a video film of broadcast quality and not exceeding 12 minutes, of the selected best practice(s) for viewing in Istanbul and for wider awareness-building and dissemination. Guidelines for submitting video films are available from the secretariat upon request.

National competitions

National committees are encouraged to organize, where possible, national competitions of best practices.

Jury for selection of best practices

Further, the Preparatory Committee requests the Secretary-General of the Conference to establish an independent panel for the final selection of best practices to be given special recognition at the Habitat II Conference in Istanbul. The following considerations should be used in selecting the members of the panel:

(a) The panel should be independent, prestigious and transparent;

(b) The panel should be regionally representative and gender-sensitive;

(c) The members of the panel should, to the extent possible, respect the spirit of the Conference in terms of broad-based representation, i.e., government, local authorities, non-governmental organizations, community-based organizations and voluntary organizations, the private sector, academic and scientific institutions, etc.;

(d) The panel should consist of an odd number of persons;

(e) The panel will have the authority to establish selection criteria closely linked with the nomination criteria;

(f) The panel will announce its selection criteria, including any weighting, in its final report;

(g) The target date for the constitution of the panel is 1 September 1995;

(h) The spirit of the "awards" should be recognized of the contribution of the people and/or organizations directly involved in the best practice to sustainable human settlements development.

The Preparatory Committee further requests the Secretary-General to report on progress made at the third substantive session of the Preparatory Committee.

Decision II/8. Intersessional arrangements for drafting the statement of principles and commitments and the global plan of action

The Preparatory Committee, having received the report of Working Group II on its consideration of agenda item 3, Statement of principles and commitments, and global plan of action, which had been discussed in informal and formal sessions, acknowledged the work that had been done through that arrangement under the chairmanship of Mr. Glynn A. C. Khonje (Zambia), decided to continue with the drafting and review of documents during the intersessional period in an open-ended informal group, with the identical representation of the 15-member core group, requested the Secretary-General of the Conference to provide appropriate assistance during that process, and further decided that the intersessional arrangement should proceed as follows:

(a) After the close of the second session of the Preparatory Committee, the drafts of the preamble of the global plan of action, 9/ the statement of principles and goals, 10/ and the commitments 11/ would be forwarded to the ad hoc secretariat of the Conference, which would then prepare a draft document consistent with paragraph 4 of General Assembly resolution 49/109 of 19 December 1994, which would facilitate the work of the informal drafting group referred to above;

(b) The drafting group would then meet at a first intersessional meeting, not later than the end of August 1995, to review the draft prepared by the ad hoc secretariat, taking into account, inter alia, the views expressed by Member States and other participants, and produce a second draft, which would be forwarded to all States for comments;

9/ A/CONF.165/PC.2/L.2/Rev.1.

10/ A/CONF.165/PC.2/L.3.

11/ A/CONF.165/PC.2/L.4(No. 1)/Rev.1 and L.4(No. 2)/Rev.1.

(c) If deemed necessary, the drafting group would then hold a second meeting, not later than the end of October 1995, to review the second draft. The final draft would form part of the documentation for the third session of the Preparatory Committee and would be circulated to Governments at least six weeks before the third session of the Preparatory Committee, in all official languages;

The product of the process being considered non-negotiated.

Decision II/9. Accreditation of non-governmental organizations

The Preparatory Committee, having received the report of the Bureau on its review of the applications for accreditation submitted by non-governmental organizations, decided to grant accreditation to non-governmental organizations as indicated below. The Committee noted that, under the rules of procedure for the participation of non-governmental organizations adopted at its 1st meeting, those non-governmental organizations in consultative status with the Economic and Social Council that express their wish to attend the Conference and meetings of its Preparatory Committee shall be accredited for participation. The Committee also took note of the decision of the Economic and Social Council, dated 25 July 1994, which states that non-governmental organizations accredited to the Commission on Sustainable Development should be placed on the Roster. The non-governmental organizations now being granted accreditation are in addition to those non-governmental organizations that were granted accreditation in decision I/3 of the Preparatory Committee.

I. Non-governmental organizations in consultative status with the Economic and Social Council

Asian Environmental Society, India
Brahma Kumaris World Spiritual University, India
Caritas Internationalis, Italy
Center for Respect of Life and Environment, United States of America
Center of Concern, United States of America
Environment Liaison Centre International (ELCI), Kenya
Franciscans International, United States of America
Friends of the Earth International, United States of America
Help Age International, Kenya
Intermediate Technology, United Kingdom of Great Britain and Northern Ireland
International Association for Housing Sciences (IAHS), United States of America
International Cooperative Alliance (ICA), Switzerland
International Federation on Ageing (IFA), Canada
International Organization of Consumers Unions, United Kingdom of Great Britain and Northern Ireland
International Tunnelling Association, United States of America
International Union of Housing Finance Institutions (IUHFI), United States of America
International Urban Development Association, Netherlands
Organization of Islamic Capitals and Cities, Saudi Arabia
Pathways to Peace, United States of America
Plan International, United States of America
Society for the Psychological Study of Social Issues (SPSSI), United States of America
United Towns Organization, France
World Conference on Religion and Peace (WCRP), United States of America
World Society of Ekistics, Greece

II. Non-governmental organizations accredited to the Commission on Sustainable Development and placed on the Roster

Arab Urban Development Institute, Saudi Arabia
Association d'entraide medico-sociale, Zaire
Centre de recherche et d'information pour le développement (CRID), France
Centre for Family-Friendly Cities, United States of America
Environnement et développement du tiers-monde (Environmental Development Action in the Third World) (ENDA), Senegal
General Board of Global Ministries - The United Methodist Church, United States of America
Green Earth Organization, Ghana
Institut de recherche sur l'environnement, France
Institute for Transportation and Development Policy, United States of America
Instituto de Ecologia Politica, Chile
International Synergy Institute, United States of America
Karnataka Welfare Society (KWALITY), India
Nepal International Consumers Unions, Nepal
Orissa Environmental Society, India
Rural Centre for Human Interests (RUCHI), India
United Nations Environmental and Development Committee (UNA-UK), United Kingdom of Great Britain and Northern Ireland
World Information Transfer, United States of America

III. Non-governmental organizations that have applied for accreditation and, having satisfied the required criteria, have been granted accreditation

Arab Towns Organization (ATO), Kuwait
Associazione Volontari per il Servizio Internazionale (AVSI), Italy
Catholic Organization for Development Cooperation (Stichting Samenwerking Vastenaktie-CEBEMO), Netherlands
Centre for Built Environment, India
Centre for Development, Peace and Justice (Pragati Kendra), India
Centre for Environment and Development, Arab Region and Europe (CEDARE), Egypt
Center for Human Services, United States of America
Centre for Human Settlements International, India
Centro de Investigación Lantos, Spain
Chamber of Architects of Turkey (Mimarlar Odasi), Istanbul Branch, Turkey
Consortium Conference on Cities in North America, United States of America
Development Action Group (DAG), South Africa
Development Alternative Network, Kenya
Development Promotion Group (DPG), India
Dushtha Shasthya Kendra (DSK), Bangladesh
Federation of Kenyan Consultants, Kenya
Fondation d'inter-actions du Zaire (FIAZ), Zaire
Fundación Carvajal, Colombia
Fundación Habitat, Argentina
German Development Assistance Association for Social Housing (DESWOS), Germany
Ghana United Nations Students and Youth Association (GUNSA), Ghana
Global Action Plan - GAP International (Swedish Institute for Social Inventions - SISU), Sweden
Global Commission to Fund the United Nations, United States of America
Habitat for Humanity International, United States of America
Hassan Fathy Institute for Construction Workers, Italy

Homeless International, United Kingdom of Great Britain and Northern Ireland
Human Settlement Management Institute, New Delhi, India
Institute for Rural Technology Development (LPTP), Indonesia
Integrated Rural and Tribal Development Society, India
International Federation of Building and Wood Workers, Switzerland
Korea Housing Builders Association, Republic of Korea
Namibia Housing Action Group (NHAG), Namibia
National Committee for Urban Shelter, Papua New Guinea
Navsarjan - Xavier's Cell for Human Development, India
Network of Human Settlements Training, Research and Information Institutes (TRISHNET), India
Operazione Sviluppo (Associazione di Volontariato), Italy
Palmyrah Workers Development Society, India
People's Institute of Rural Development, India
Programme Solidarité Habitat, France
Rambhau Mhalgi Prabodhini, India
Real Friends, United States of America
Regional Centre for Urban and Environmental Studies (All India Institute of Local Self-Government), India
SAATH - Initiatives for Urban Equality, India
Samoan Association of Non-Governmental Organizations (SANGO), Samoa
Save International, India
Slum Rehabilitation Society, India
Southern African Federation for the Disabled, Zimbabwe
Turkish Urban Cooperatives Central Association (TURKKENT), Turkey
Urban Ecology Australia, Australia
Women Advancement Trust, United Republic of Tanzania
World Federation of Engineering Organizations (WFEO), United Kingdom of Great Britain and Northern Ireland

IV. Non-governmental organizations that are in the process of being granted accreditation

100 Year Association of New York, United States of America
4D - Association dossiers et débats pour le développement durable, France
Abalekwa Development Organization, Kenya
Academy of Political Science, United States of America
Afesis-corplan, South Africa
Agence d'urbanisme, France
AIESEC, Switzerland
Allahabad Centre for Research and Development, India
All India Tenants' Council (AITC), India
Amigos de la Tierra, Spain
Arab Association for Human Rights, Israel
Asian Youth Council, Malaysia
Asociación Apguana, Panama
Association for Settlements and Housing Activities, India
Association internationale des educateurs pour la paix, France
Association of Social Action and Development (AKSS), India
Association of Young Ecologists of Montenegro, Yugoslavia
Association pour la promotion des initiatives communautaires africaines, Cameroon
Association sans but lucratif eurocultures, Belgium
Brazilian Movement in Defence of Life, Brazil
Busoga Youth Environment Protection Association (BYEPA), Uganda
Center for Urban Resource Exchange and Development (CURED), Philippines

Centre agro-pastoral pour le développement et assistance aux paysans et aux petits eleveurs, Zaire
Centre d'étude pour amélioration d'habitat dans le tiers monde, Switzerland
Centre for African Settlement Studies and Development (CASSAD), Nigeria
Centre for Community and Labour Studies (CCLS), South Africa
Centre for Family Studies, United States of America
Centre for Social Action, Research, Documentation and Training (ADHIKAR), India
Centre for Socio-Legal Research and Documentation Service, India
Centre international de droit compare de l'environnement (CNED), France
Centre of Planning and Architecture Studies, Egypt
Centre of Spanish Architects (ICASA), Spain
Centro de Información y Estudio sobre las Relaciones Interaméricanas, Cuba
Centro de las Naciones Unidas para los Asentamientos Humanos, Dominican Republic
Centro di Ricersa e Documentazione (CERFE), Italy
Conseil international du droit de l'environnement, France
Construction and Economic Research Institute, Republic of Korea
Cooperative Housing Foundation, United States of America
Cope Affordable Housing, South Africa
Dayemi Complex Bangladesh, Bangladesh
Earthaction International, Belgium
Eco-Hab International, United States of America
Enterprise Foundation, United States of America
Environmental Quality International, Egypt
Estrategia - Centro de investigación y acción para el desarollo urbano, Peru
European Law Students' Association (ELSA), Belgium
European Trade Union Confederation, Belgium
Federación de Organizaciones y Juntas Ambientalistas de Venezuela, Venezuela
Fédération nationale des travailleurs de la construction, France
Federazione Nazionale Pro Natura (PRO-NATURA), Italy
Forum per la Laguna de Venezia, Italy
Foundation for Social Development Research, Zimbabwe
Friends of the Earth Scotland (FOE), United Kingdom of Great Britain and Northern Ireland
Frontiers Foundation, Inc., Canada
Galilee Foundation, Nigeria
Gandhi Small-Scale Industries (GSSI), India
Habitat-Cuba - Sociedad para la Vivienda y el Urbanismo, Cuba
Handicap International, France
Home Savings of America, United States of America
Housing People of Zimbabwe, Zimbabwe
Huma Multipurpose Women Group, Kenya
India Community Development Service (ICDSS), India
Indian Committee of Youth Organizations (ICYO), India
Institute for the Humanities, United States of America
Institute of Sustainable Development, Environmental and Scientific Research, India
International Association for Urban Ecology (EKOMAN), Russian Federation
International Centre for Technical Research, United Kingdom of Great Britain and Northern Ireland
International Energy Foundation, Libyan Arab Jamahiriya
International Geographical Union, Germany
International Program of the Cooperative Housing Federation of Canada, Canada

International Youth and Student Movement for the United Nations, Switzerland
International Solar Energy Society, Australia
Kenya Youth and Habitat Organization, Kenya
Last Hope International, Nigeria
Lawyers for the Environment, Russian Federation
Mana Fakatupu, Tonga
Mauritius Council of Social Service (MACOSS), Mauritius
Movimento Federativo Democratico, Italy
Namuyemba Complex Youth Group, Kenya
National Council of Children, Kenya
Nigerian Environmental Study/Action Team (NEST), Nigeria
Nordnet APC Europe (Association for Progressive Communication), Sweden
Pacifiques au service des opprimés de la planète terre, Switzerland
Pakistan National Federation of Trade Unions (Mallik Group), Pakistan
Pan-Afrikan Islamic Society for Agro-cultural Development (PAIS), United States of America
Paz y Cooperación, Spain
Peoples Rural Integrated Development Society (PRIDS), India
Peramiho Homemakers League, United Republic of Tanzania
Periyar Educational and Social Service Institution (PERIYAR KUDIL), India
Planact, South Africa
Pnud Asunción, Paraguay
Royal Society for Nature Conservation, United Kingdom of Great Britain and Northern Ireland
Satyodaya, Sri Lanka
Shelter Forum, Kenya
Slovak Environmental Agency, Branch Nitra, Slovakia
Society for Health, Education and Development (SHED), India
Society for International Development, Kenya
Society of Turkish Architects, Engineers and Scientists in America, United States of America
SOS - Protection de la nature, Mauritania
South-East Asia Centre for Environment and Development, Sri Lanka
South Pacific Action Committee for Human Ecology and Environment, Fiji
Sulabh International Social Service Organization, India
Swrajya Gramin Vikas Yuvak Shikshan Sansta, India
Tatonka Foundation, Canada
Trialog (Wissentschaeftlichen Erforschung des Planens und Bauens in Entwicklungslaendern), Germany
Umzamo Development Project, South Africa
Uniao Tecnica para Construcao e Desenvolviemento (UNITECD), Sao Tome and Principe
Unione Internazionale del Notariato Latino, Italy
Unione Unquilini, Italy
United Club (Organization for Socio-Economic Development of Children, Women and Youths), Bangladesh
United Nations of Youth Maghreb, Tunisia
Urban Sector Network (USN), South Africa
Vernot Environment, Colombia
Walkana World-wide Developers, Kenya
World Organization of the Scout Movement, Chile
World Young Women's Christian Association, Switzerland
Yayasan Permukiman Kita (Foundation of our Human Settlements), Indonesia
Youth Service Volunteers Society, United Republic of Tanzania

ANNEX II

List of documents before the Preparatory Committee at its second session

Agenda item	Symbol	Title
1	A/CONF.165/PC.2/1	Provisional agenda for the second substantive session of the Preparatory Committee
1	A/CONF.165/PC.2/1/Add.1 and Corr.1	Annotations to the provisional agenda: note by the secretariat
2	A/CONF.165/PC.2/2	Progress report of the Secretary-General of the Conference on the activities of the Conference secretariat
2	A/CONF.165/PC.2/2/Add.1/Rev.1	Guidelines for national preparations: note by the secretariat
2	A/CONF.165/PC.2/2/Add.2	Progress report on national preparations: report of the Secretary-General of the Conference
2	A/CONF.165/PC.2/2/Add.3	Letter from the Chairman of the Committee of Permanent Representatives to the United Nations Centre for Human Settlements (Habitat) to the Secretary-General of the United Nations Conference on Human Settlements (Habitat II): note by the secretariat
3	A/CONF.165/PC.2/3	Draft statement of principles and commitments and global plan of action: report of the Secretary-General of the Conference
3	A/CONF.165/PC.2/3/Add.1	Draft statement of principles and commitments and global plan of action: report of the Secretary-General of the Conference
4	A/CONF.165/PC.2/4	Review of trends in policies and programmes undertaken by countries and international organizations to implement the recommendations adopted by Habitat I: United Nations Conference on Human Settlements: note by the Secretariat

Agenda item	Symbol	Title
4	A/CONF.165/PC.2/5	Mid-term review of the implementation of the Global Strategy for Shelter to the Year 2000: report of the Secretary-General of the Conference
4	A/CONF.165/PC.2/6	Mid-term review of the implementation of the Global Strategy for Shelter to the Year 2000: overview of survey findings, examples of "best practice" and external support for the implementation of the Strategy: report of the Secretary-General of the Conference
3 and 4	A/CONF.165/PC.2/7	Matters arising out of the resolutions of major legislative organs of the United Nations and other intergovernmental bodies which are brought to the attention of the Preparatory Committee: note by the secretariat
4	A/CONF.165/PC.2/8	Review of contributions to the implementation of Agenda 21 of national and international action in the area of human settlements: report of the Secretary-General of the Conference
4	A/CONF.165/PC.2/9	Review of current global trends in economic and social development as they affect planning, development and management of human settlements, and recommendations for future action at the national and international levels: report of the Secretary-General of the Conference
3 and 4	A/CONF.165/PC.2/10	Report on the World Summit for Social Development: note by the secretariat
3 and 4	A/CONF.165/PC.2/11	Towards a housing rights strategy: practical contributions by UNCHS (Habitat) on promoting, ensuring and protecting the full realization of the human right to adequate housing: report of the Secretary-General of the Conference

Agenda item	Symbol	Title
5 and 7	A/CONF.165/PC.2/12	Provisional agenda for the third session of the Preparatory Committee
2	A/CONF.165/PC.2/CRP.1	Accreditation of non-governmental organizations
2	A/CONF.165/PC.2/CRP.2/Rev.3	Draft decision on organization of work, including establishment of committees and procedural matters
2	A/CONF.165/PC.2/CRP.3/Rev.2	Rules of procedure of the United Nations Conference on Human Settlements (Habitat II)
2	A/CONF.165/PC.2/CRP.4	Preparations for the Conference
2	A/CONF.165/PC.2/CRP.5	Host country preparations
2	A/CONF.165/PC.2/CRP.6	Protocol of Lisbon
1	A/CONF.165/PC.2/INF.1	State of preparedness of documents for the second session of the Preparatory Committee for the United Nations Conference on Human Settlements (Habitat II) as at 28 February 1995
1	A/CONF.165/PC.2/INF.2/Rev.1	List of documents before the second session of the Preparatory Committee for the United Nations Conference on Human Settlements (Habitat II)
3 and 4	A/CONF.165/PC.2/INF.3	Population distribution, urbanization and internal migration: note by the secretariat
2	A/CONF.165/PC.2/INF.4	Declaration on Social Development and Sustainable Human Settlements: note by the secretariat
2	A/CONF.165/PC.2/INF.5	The Dakar Declaration: note by the secretariat
2	A/CONF.165/PC.2/INF.6	The Kampala Declaration: note by the secretariat
2	A/CONF.165/PC.2/INF.7	Declaration by African Mayors: note by the secretariat
2	A/CONF.165/PC.2/INF.8	Towards sustainable human settlements development in the ECE region: note by the secretariat

Agenda item	Symbol	Title
4	A/CONF.165/PC.2/INF.9	From Vancouver to Istanbul: persistent problems, common goals and shifting approaches (summary of the draft report on the interrelationships between Habitat II and other United Nations conferences): report of the Secretary-General of the Conference
2	A/CONF/165/PC.2/INF.10	The Brazzaville Declaration: note by the secretariat
1	A/CONF.165/PC.2/INF.11/Rev.1	List of participants

ANNEX III

Summaries of statements

A. Statement by Mr. Martti Lujanen, Chairman of the Preparatory Committee for the United Nations Conference on Human Settlements (Habitat II)

1. In his opening statement, Mr. Martti Lujanen, Chairman of the Preparatory Committee for the United Nations Conference on Human Settlements (Habitat II), stressed that many current development trends were leading to the deterioration of the environment, and that it was therefore important to make a conscious choice, from among positive examples, of policies that would lead to a constructive reorientation of development efforts. He stated that the important goals of the second session of the Preparatory Committee were to decide on the approach, main elements and outline of the Global Plan of Action for the Istanbul Conference. He further stressed that the Preparatory Committee should strengthen the work in every country to implement the goals of Habitat II. He also said that the messages of other United Nations conferences must be converted into daily work at the national and local levels, and that they should lead to a new development paradigm: "sustainable human development". He added that many more conferences, seminars and ministerial meetings were discussing the themes of Habitat II and were contributing significantly to the preparatory process. He thanked the Permanent Representatives in Nairobi for their preparatory work on the United Nations General Assembly resolution on Habitat II.

B. Address by Mr. Wally N'Dow, Secretary-General of the United Nations Conference on Human Settlements (Habitat II)

2. In his opening statement, Mr. Wally N'Dow, Secretary-General of the United Nations Conference on Human Settlements (Habitat II), welcomed the Vice-President of the Republic of Kenya, His Excellency Mr. George Saitoti, and thanked the Government of Kenya, and all Kenyans, for the generous hospitality and cooperation extended to the United Nations. He stressed that the journey to Istanbul must be one of growing commitment. He emphasized that no single factor had such a cruelly negative impact on human settlements and shelter as war and civil strife. In many countries, people were destroying faster than they were building. Therefore, he paid tribute to the example set by the African Ministers at their recent meeting at Brazzaville, where they openly addressed that issue which could not be wished away. It needed hard work and determination, no matter how bleak the prospects. He said that shelter was basic to civilization itself and, therefore, should become a basic component of any public policy aimed at improving the living conditions of people everywhere. Finally, he stressed that the Global Plan of Action must be a real blueprint for action. It must be an open and flexible instrument, accommodating differences between men and women, among cultures, economies, philosophies and so on. Habitat II might well be the best opportunity to bridge those differences. He emphasized the fact that Habitat II was where the challenges that faced the world would all, finally, come home, and where all the recommendations for action would have to be implemented. It would be the stage for realizing a central hope of the Charter of the United Nations: a better life in larger freedom in a world of peace and equity. The journey to Istanbul was a long one but, together, the collective road map to the future - to the twenty-first century - would be defined.

C. Inaugural statement by His Excellency Mr. George Saitoti, Vice President and Minister for Planning and National Development of the Republic of Kenya

3. In his inaugural statement, His Excellency Mr. George Saitoti, Vice-President and Minister for Planning and National Development of the Republic of Kenya, welcomed the delegates. He stated that the global deterioration of human settlements and the need to alleviate it was recognized by the General Assembly in its adoption of resolution 47/180, calling for the Habitat II Conference. He stressed that adequate housing was not only a product of economic development but was also a stimulus to it; therefore, it was important to improve access by the poor to land and finance to enable them to improve the quality of their shelter. He also stressed the role of women in the provision of adequate shelter. He stated that the Government of Kenya supported the view that an enabling environment was necessary to keep pace with the growing demand for housing, and that the Government also supported research in building materials and technologies and the dissemination of research results. He added that the Government was attempting to mitigate the negative effects of structural adjustment programmes by implementing safety nets in the housing sector. He appealed to the international community to consider increasing assistance to developing countries in terms of infrastructure development and the transfer of environmentally sound building technologies. He suggested that, while the United Nations Centre for Human Settlements (Habitat) would continue to focus on urban development and management, it should also seek provision of shelter for all in both urban and rural areas. He urged that the Centre be maintained as a distinct entity and that its institutional capabilities at its headquarters be strengthened. He then declared the second session of the Preparatory Committee for Habitat II officially open.

ANNEX IV

Message from the Secretary-General of the United Nations

1. It gives me great pleasure to address the participants at the second session of the Preparatory Committee for the United Nations Conference on Human Settlements (Habitat II). Since I last addressed this distinguished body, much progress has been made. I am pleased to learn that almost a hundred national committees for Habitat II have been established. These national committees are in the process of formulating national plans of action, the common priorities and issues of which will provide a basis for international action.

2. Habitat II must be a conference of commitments: first, a commitment by Governments and local authorities to improve their capacity and performance in dealing with the problems of urbanization and shelter; secondly, a commitment by the private sector to play a stronger leadership role in directing resources to overcome social, economic and environmental problems; and thirdly, a commitment by the community of non-governmental organizations to enhance the ability of all men and women to exercise their rights and responsibilities in strengthening civil society and as agents of social and economic development.

3. The broad-based participatory process called for by the General Assembly must be extended to the formulation of the Global Plan of Action. Your task at the present session of the Preparatory Committee is to elaborate a global plan of action to enable all key groups of actors to contribute to the development of human settlements. A plan of action of global significance must provide a vision based on universal principles of civic engagement, sustainability and equity. It must create a framework for coordinating the activities, investments and energies of all people and all actors to improve living and working environments at the local human settlements level.

4. Habitat II has a special role to play as the culminating event in the continuum of conferences and summits held during the past three years. Its Global Plan of Action must be the vehicle by which the recommendations and decisions of these conferences are translated into effective action at the human settlements level.

5. I wish you a successful session.

ANNEX V

Guidelines for national preparations

CONTENTS

		Paragraphs
I.	National preparatory process: objectives and strategy	1 - 19
II.	Summary guidelines	20 - 60

I. National preparatory process: objectives and strategy

1. At its first substantive session, held at Geneva, the Preparatory Committee for the United Nations Conference on Human Settlements (Habitat II) defined the following objectives for national preparations prior to the Conference in Istanbul in 1996:

(a) To design, adopt and implement a national plan of action, based on an enabling strategy, which will address the issues of human settlements, in both urban and rural areas, taking into consideration environmental issues, and which will involve the full participation and support of the public and private sectors and of non-governmental organizations (NGOs) and community-based organizations (CBOs);

(b) To strengthen the capacity of institutions at all levels to monitor urbanization processes and shelter conditions, using a minimum set of substantially uniform and consistent indicators.

2. Through broad-based participation of key actors at the local and national levels, priority settlements and shelter issues are to be identified and national plans of action are to be adopted. The plans of action should establish priorities; elaborate strategies and policies; set measurable objectives in programme areas; adopt a five-year plan of action; identify empirical measures to monitor and evaluate progress towards objectives; and commit key actors to modes of action consistent with an enabling strategy and with the principles in the Global Plan of Action.

3. The strategy is for each country to undertake several basic activities that will serve as a foundation for guiding settlements and shelter development beyond Habitat II. These activities are outlined below. Special attention is drawn to activity 4 (see sect. B.4). In assessing settlements and shelter issues, it is recommended, under paragraph 10, that a basic set of urban and shelter indicators be applied. Guidelines for the application of indicators are to be found in section II.A. Under paragraph 12, it is recommended that examples of "best practices" also be identified, documented and disseminated. Guidelines for identification and reporting of best practices are to be found in section II.B.

A. Coordination with the global preparatory process

4. Through an interactive process, priorities for action at the local and national levels will help to provide the substantive detail for the Global Plan of Action. It is extremely important that substantive national progress reports be submitted to the secretariat prior to the deadline for completion of final documentation for the Conference. The first progress report from each national focal point was due in Nairobi on 1 December 1994. A second progress report should be submitted by 1 April 1995 (for updating of information submitted to the Preparatory Committee at its second session and a third progress report by 1 August 1995. Final national reports are due by 1 December 1995. The final draft of the Global Plan of Action must be completed by the secretariat before 15 October 1995. Timely submission of progress reports is, therefore, essential if a country is to have an impact on the Global Plan of Action.

5. National reports will also contribute to the preparation of the four major reviews requested by the General Assembly. Accordingly, the outline for national reports (see figure) suggests the indication of assessments of the broader socio-economic setting, current settlement and shelter conditions, and experiences in implementing policies from Habitat: United Nations Conference on Human Settlements, held at Vancouver in 1976, and in implementing the Global Strategy for Shelter to the Year 2000 and Agenda 21.

B. Recommended preparatory activities

6. Based on the decisions of the Preparatory Committee at its first session, it is recommended that each country undertake specific implementing activities, including but not limited to the following.

1. Establish a national committee

7. The Government of each participating State should establish a national committee. The national committee is encouraged to involve from the outset all relevant actors, such as:

(a) Representatives from all levels of government;

(b) Civic leaders, prominent personalities, national and local politicians, mayors, councillors etc.;

(c) Academics and scientists;

(d) Leaders from CBOs and NGOs;

(e) Representatives from the private sector;

(f) Human settlements professionals.

2. Adopt a programme of work

8. The national committee should formulate, adopt and implement a work programme to initiate and guide a process that would include activities to address the priority issues of settlements and shelter effectively.

3. Strengthen participatory processes

9. The national committee should strengthen strategic partnerships by, among other means:

(a) Mobilizing key actors and their constituencies through country consultations and forums;

(b) Using consultations and forums to address the nature and extent of the public and private sector roles in settlements and shelter;

(c) Encouraging formation of national and local human settlements coalitions to help institutionalize support from public, private and non-governmental sectors.

4. Discuss and assess settlements and shelter issues

10. The national committee, through a participatory process and through the application of a basic set of indicators, should produce a description and analysis of settlements and shelter issues, including:

(a) The quality, quantity, availability, accessibility and affordability of housing, infrastructure and other services;

(b) The environmental impacts of urbanization, current and future (specifically to the year 2000 and, more generally, to 2020);

(c) A 20-year review, which will highlight the socio-economic, physical, conceptual, regulatory and institutional changes that have taken place in the country since, and in response to, Habitat: United Nations Conference on Human Settlements, held at Vancouver in 1976.

11. Through all available media, the national committee should seek to raise national awareness and facilitate debate of issues and options.

12. Using, among other means, audio-visual documentaries, the national committee should produce and disseminate examples of national and local best practice.

13. The national committee should facilitate discussion of future activities to be included in local and national plans of action and the national report.

5. Formulate a national plan of action

14. Based on priorities derived from consultative processes, national committees should formulate a five-year (1996-2000) national plan of action containing:

(a) Strategies for each priority area;

(b) Measurable objectives and results to be expected within five years;

(c) Programmes of activities required to meet the objectives;

(d) Methods, indicators and objective measures for monitoring and evaluating programme effectiveness;

(e) Statements of commitments by key actors to implement the national plan of action.

15. Consultations and broad-based discussions should continue throughout the planning process. The planning horizon of five years is intended to encourage countries to make a "first-step" commitment to deal with longer-range issues (to the year 2020), as requested by the General Assembly, and will allow all actors to gain a sense of progress by the year 2000.

6. Produce a national report

16. The national committee should produce a national report, the content of which incorporates the results of the above activities. It should be prepared according to the outline for national reports (see figure). The process by which the national report is formulated should be highly participatory, involving all key actors. Information contained in the national progress reports should be used in formulating the Habitat II Global Plan of Action with regard to programme priorities and priorities for international cooperation and capacity-building. Reporting deadlines are:

(a) 1 September 1995: third progress report;

(b) 1 December 1995: final national report.

7. Continue the process beyond 1996

17. The long-term efficacy of the national plan of action will depend upon the commitments made to support and institutionalize the participatory process. It is necessary that the national committees be mandated by their Governments to carry on their work beyond 1996, to mobilize resources for implementation of local and national action plans and to reassess settlements and shelter issues on a regular basis.

18. National committees should encourage initiatives at the local level to form coalitions of key actors and community groups for the purposes of elaborating and adopting local plans of action and strengthening participation in and support for the national planning process.

19. It is intended that the preparatory process at the national level will result in a significant improvement in national capacity to evaluate the status of settlements and shelter, to assess the impact of public and private initiatives to improve the living conditions of women, children and other socially vulnerable groups, and to implement an effective strategy for making cities, towns and villages healthy, safe, just and sustainable.

Outline for national reports

Part A. Introduction

1. The process

A description of the consultative process that was followed by participants in preparing the national report, with particular emphasis on assessing priority issues and formulating a national plan of action.

2. The participants

A list of key actors and interests represented in the process.

Part B. Assessment and priorities

1. The broader setting

A brief assessment of the relationship between settlements and socio-economic trends and policies at the national and international levels.

2. Current conditions

An assessment of current settlements and shelter conditions and trends, drawn from a participatory process and based on a basic set of indicators (guidelines attached).

3. The past 20 years

National experience in implementing the plan of action from Habitat: United Nations Conference on Human Settlements, 1976.

4. Agenda 21 and the Global Strategy for Shelter to the Year 2000

Case-studies of the national implementation of Agenda 21 and the Global Strategy for Shelter to the Year 2000.

5. Best practices

Identification and assessment of examples of best in-country practices (see sect. II.B).

6. Priority issues

Issues of current and projected highest priority as agreed upon in the preparatory consultative process.

7. Legislation

Description and evaluation of legislation on human settlements issued since Habitat: United Nations Conference on Human Settlements, 1976.

Part C. National plan of action

1. Strategies and policies

Consensus-derived approaches to each of the priority issues.

2. Objectives

Measurable targets and expected results in each priority area.

3. Activities

A five-year (1996 to 2000) programme of activities, with appropriate roles for key actors, designed to achieve the targets and expected results in each priority area.

4. Monitoring progress

Methods and measures, including a set of settlements and shelter indicators, for monitoring and evaluating progress towards the plan's objectives.

5. Commitments

Statements of commitment, by key actors, to implement the plan of action.

Part D. International cooperation and assistance a/

1. Priorities

A specific description of the highest-priority programmes and activities for which external cooperation and assistance will be sought and/or provided.

2. Capacity-building

Details of the type of cooperation and assistance to be sought and/or provided for programme capacity-building.

---

a/ It is expected that all countries will have the need and ability to engage in technical cooperation, in one form or another. Part D of the national report should identify types of assistance that the country is, or would be, willing and able to provide, as well as those types of assistance from which it would benefit.

II. Summary guidelines

A. Summary guidelines for the application of shelter and urban indicators

20. In its recommendations for national reporting, the Preparatory Committee stated that the utilization of a set of indicators would create a substantially enhanced capacity to make an accurate description of shelter and urbanization conditions. To facilitate this work, the Preparatory Committee instructed the Secretary-General of the Conference to prepare and submit to all countries a short list of recommended key indicators.

21. The indicators listed below are intended to provide a quantitative tool to assist in the preparation of reports for the Conference. The indicators are designed to provide a comparative basis for assessing shelter situations and living conditions in cities. They are also intended to be used for policy development and evaluation within countries, comparing shelter and urban conditions over space and time. The proposed indicators may be combined with other indicators that might be chosen by countries in accordance with their own human settlements needs, conditions and priorities. The indicators also provide a checklist of issues and problems to be addressed, and could be a very useful tool for monitoring the effect of policies and strategies, which will form part of national Habitat II action plans.

22. The key indicators are intended to address the most important policy concerns for the shelter sector and for cities and other urban areas, and are based on data which should be readily available in most countries. Additional indicators (extensive and intensive indicators) have been designed to provide a more detailed description of urban and shelter conditions.

23. The minimum requirement for all countries is to collect key urban indicators for at least one major city, and key housing indicators for the country as a whole. In the case of large countries with pronounced regional differences, it might be necessary to collect indicators for the largest cities and for a selection of smaller cities. The values derived for these indicators should be forwarded to the United Nations Centre for Human Settlements (Habitat) for inclusion in the indicators database.

24. The indicators system consists of a background data module, designed to collect important background information necessary for city planning, together with urban indicators and housing indicators.

25. Urban indicators are grouped in five modules designed to encompass sets of related policy goals. These modules are:

(a) The socio-economic development module, which considers:

(i) Urban poverty alleviation;

(ii) Employment opportunities;

(iii) Health and education for all;

(iv) Social integration;

(b) The infrastructure module, which considers:

(i) Access and affordability of services;

(ii) Quality and sustainability of water delivery systems;

(c) The transport module, which considers:

(i) Effective and sustainable urban transport systems;

(ii) Efficient road networks and reduction of congestion;

(iii) Sustainable use of private vehicles;

(d) The environmental management module, which considers:

(i) Urban water quality;

(ii) Solid-waste collection and disposal services;

(iii) Resource usage;

(iv) Reduction of effects of natural and other disasters;

(e) The local government module, which considers:

(i) Financial viability of local governments;

(ii) Effective use of public resources;

(iii) Local independence in decision-making;

(iv) Efficient intergovernmental institutional arrangements.

26. The housing indicators are grouped in two modules. These modules are:

(a) The housing affordability and adequacy module, which combines:

(i) Access to affordable housing;

(ii) Adequate housing for all;

(b) The housing provision module, which combines:

(i) Access to housing finance;

(ii) Efficient production system for housing;

(iii) Adequate supplies of affordable land for residential development.

27. The experience with the indicators programme to date has demonstrated that, in order to produce meaningful indicators:

(a) Qualified experts in each country are required to collect reliable data;

(b) In-country efforts in collecting indicators can greatly benefit by regional and subregional meetings to discuss definitions, methods of collection and policy relevance of the indicators;

(c) Governments at different levels should oversee and be involved in the collection of indicators, in order to ensure the use of indicators in policy-setting and the sustainability of collections over time;

(d) The greatest national benefit will be obtained if the exercise is based on the overall principles adopted by in-country preparatory processes, i.e., the participation of civic leaders, the academic and scientific community, grass-roots community leaders and non-governmental and community-based organizations, the private sector and human settlements professionals.

28. No single person is expected to be simultaneously conversant with each of the module areas; and experts, departments and representatives of the groups listed above, with knowledge of each area, will need to be fully involved by the persons responsible for the overall compilation of the data.

29. Detailed worksheets have been prepared for collecting the indicators and are available upon request. They are:

Volume I. Introduction;

Volume II. Urban Indicators Review;

Volume III. Housing Indicators Review.

A short worksheet containing only the key indicators is being widely distributed.

30. Limited resources are available to assist national committees, particularly from least developed countries, in collecting and applying the indicators in connection with the preparation of national Habitat II reports.

31. National committees are encouraged to appoint a coordinator to work in liaison with the indicators programme and the Habitat II secretariat.

B. Summary guidelines for identification and reporting on best practices for improving living environments

32. The Conference will focus on ways and means of making the world's cities, towns and villages more healthy, safe, equitable and sustainable. National committees and local coalitions in each country, comprising all levels of government, local authorities, NGOs and CBOs, the private sector and civic leaders, have been called upon to prepare national and local plans of action that will achieve these goals. The Preparatory Committee, at its first session, recommended that national reports might be structured and consist of, among other items, a section on assessment which would contain examples of best practice.

1. What are best practices?

33. They are examples of actions which could serve as useful models from which others could learn and could adapt to their own situations. They are actions, initiatives or projects which have resulted in tangible and measurable improvements in the quality of life and in the living environments of people in a sustainable way.

34. These actions may have been initiated by NGOs, local governments, central governments or the private sector. They may have been carried out in metropolitan cities, towns or villages. They may be small projects undertaken by community groups or may be a discrete part of a larger project - which may not constitute, in itself, an example of best practice.

35. Best practices are broad - they are any actions that improve the living environment of people. A best practice may be the improvement in the efficiency of management systems for the delivery of basic services; it could also be the forging of new partnerships between public and private sectors for more effective investments; or it could be the harnessing of new technology to improve productivity, employment and income.

Box 1. Concerted urban action in Curitiba, Brazil

Over the past decade, the city of Curitiba, Brazil, has implemented an urban action plan incorporating social, economic, spatial and environmental concerns. The key to its success in transforming its environment is based on a series of simple but efficient actions which link community action with urban development. The results, to date, include the following four examples of what could be described as "best practice":

(a) A combined land-use planning/public transport system has resulted in 75 per cent of Curitiba's commuters travelling by bus despite having Brazil's second highest per capita car ownership;

(b) Waste collected by low-income families is exchanged for bus tickets which alleviate the poor from one of their heaviest financial burdens (transport) and saves the city money in waste collection;

(c) The creation of green space, which has increased from 0.5 m^2 to 50 m^2 per capita, was conceived as part of a combined water-management/park system, effectively preventing floods which caused heavy financial losses for the population and expenses for the municipality. More than 200 km of linear park space, representing 10 million m^2 of leisure areas, are maintained by Green Guards who are engaged in environmental awareness and education;

(d) A combined solid-waste/job-creation action plan has resulted in employing more than 4,000 people, involving 135 neighbourhood associations in 439 areas, the collection and treatment of about 7,000 tons of waste, the maintenance of 750 km of drainage pipes, the cleaning up of 450 hectares of public space and substantial savings to taxpayers in terms of reduced waste-collection and disposal expenditures.

Box 2. Forging a sustainable approach to waste recycling

Egyptian cities have had a long tradition of recycling and reusing solid waste. The main actors were informal sector service providers known as zableens. A sudden increase in bilateral and multilateral aid in the 1970s led the Government of Egypt to replace the zableen system with modern, capital-intensive waste-collection and disposal systems, threatening the jobs of thousands of people.

An intensive round of policy consultations between key actors was initiated in 1980 to discuss the trade-offs between alternative approaches. As a result of the consultations, the Government adopted a set of policies emphasizing recycling and reuse. In Cairo, this policy went further and resulted in an action plan for upgrading the service-delivery standards of the zableen as raw material to produce a wide range of products affordable to the urban poor. These enterprises offer substantial job opportunities for low-income families and have saved the Government hundreds of millions of dollars of hard currency which would have been necessary to import, maintain and replace imported machinery.

The process of consultation between key actors is being adopted in, and adapted by, five other urban governorates. Among them, the city of Damietta, which is using a similar system for processing 160 tons of refuse a day. The cost savings to the governorate are being used to upgrade the city's sanitation services.

2. How can best practices benefit countries and their national plans of action?

36. Sharing first-hand experiences of successes can build mutual confidence and fortify efforts towards planning for a sustainable future. Learning from each other's best practices can promote productive partnerships between various levels of government, between city authorities and between the full range of groups involved in the development of human settlements. The process of sharing information on best practices in a simple standardized form will allow countries to consider how to adapt the experiences of others into their national plans of action. The emphasis on the best practice should be on the processes that brought about the best practice: what exactly made this particular action succeed; a new decision-making or management process, or perhaps changes in legislation; resources being mobilized in new innovative ways; what kinds of problems were faced, and the means used to solve them. Given the diverse nature of different countries, a focus on the processes and principles behind the best practice will ensure greater transferability and use of the lessons learned from best practices in national action planning.

37. During and after the Conference in 1996, there will be further opportunities for assessing and utilizing one another's best practices through an electronic database to be set up by UNCHS (Habitat). Any country that wishes to have its examples of best practice included in the database should send a two-page extract of the best practice to the secretariat. Best practice will play an important role in building a worldwide picture of urbanization trends and in identifying ways in which common needs and problems can be met through the adaption of successful solutions. These solutions will contribute to the formulation and subsequent implementation of the Global Plan of Action to be adopted in Istanbul.

3. Criteria for selecting best practices

38. Three basic criteria for the nomination of best practices have been adopted which conform with the guidelines established for the Habitat II preparatory process.

(a) Impact

39. The best practice should demonstrate a positive and tangible impact on improving the living environment of people in at least one of the following categories and subcategories which are being addressed by the Conference. These categories are indicative and additional subcategories may be added as necessary:

(i) Sustainable shelter and community development:

a. Affordable housing and services;

b. Access to land and finance;

c. Community-based planning and participation in decision-making and resource allocation;

d. Extension of safe water supply and sanitation;

e. Inner-city core, neighbourhood and settlement revival and rehabilitation;

f. Safe and healthy building materials and technologies;

(ii) Sustainable urban and regional development:

a. Job creation and eradication of poverty;

b. Reduction of pollution and improvement of environmental health;

c. Improved access to public transport and communication;

d. Improved waste collection, reuse and recycling;

e. Greening of the city and effective use of public space;

f. Improved production and consumption cycles, including replacement/reduction of use of non-renewable resources;

g. More efficient energy use and production;

(iii) Sustainable, efficient, accountable and transparent settlements management:

a. More effective and efficient administrative, management and information systems;

b. Gender equality and equity in decision-making, resource allocation and programme design and implementation;

c. Crime reduction and prevention;

d. Improved disaster preparedness, mitigation and reconstruction;

e. Social integration and reduction of exclusion.

(b) Partnerships

40. Best practices should be based on partnerships among at least two, or possibly more, of the following actors identified as partners of the in-country preparatory process for Habitat II:

(i) National/central Government;

(ii) Local governments and their associations;

(iii) Non-governmental organizations, community-based organizations and voluntary organizations;

(iv) Private sector;

(v) International agencies;

(vi) Media groups (press, TV, radio);

(vii) Academic and scientific community;

(viii) Human settlements professionals and their associations;

(ix) Civic leaders, mayors, councillors.

(c) Sustainability

41. Projects of programmes based on one-time external funding or showcase initiatives are hardly reconcilable with the principle of sustainability. Best practices should also demonstrate their tangible impact in bringing about lasting changes in at least one of the areas listed below. The nomination of an example of best practice requires the explicit backing by at least two independent actors using the criteria of sustainable impact described below:

(i) Legislation, regulatory frameworks, by-laws or standards, providing formal recognition of the issues and problems that have been addressed;

(ii) Social policies and/or sectoral strategies at the (sub)national level that have a potential for replication elsewhere;

(iii) Institutional frameworks and decision-making processes that assign clear roles and responsibilities to various levels and groups of actors, such as central and local government, private sector, non-governmental organizations and community-based organizations;

(iv) Efficient, transparent and accountable management system and partnerships;

(v) Management systems that make more efficient and effective use of human, technical, financial and natural resources.

4. How to report

42. Submissions should be sent to the ad hoc secretariat of the United Nations Conference on Human Settlements (Habitat II) through the national committee in the country where the best practice occurred. In order to facilitate the timely sharing of information on best practices for the benefit of all countries preparing their national reports and action plans, submissions should also be sent to the secretariat. If the national committee of that country has not yet been established, or in the case of transnational initiatives, submissions may be forwarded directly to the secretariat by electronic mail, fax or regular mail.

43. There are two stages of reporting. The first is a short three-page summary that outlines the best practice. Those selected for worldwide dissemination will be asked to prepare a more detailed version. Both reports should strictly comply with reporting formats. Submissions should preferably be in English.

By when

44. The first three-page summary should be submitted to the ad hoc secretariat by 1 September 1995.

45. Best practice reports should be submitted to the ad hoc secretariat as soon as possible. The deadline for final submission is 1 December 1995.

Format for reporting

46. The first-stage submission for each best practice should use the structure and sequence of headings set out below. Maximum use should be made of photographs, drawings, charts and diagrams, taking note of the maxim that "one picture is worth a thousand words".

(a) Title. The title should provide some indication of the sector involved, for example: "Public transport in Curitiba, Brazil";

(b) Names of key organizations and groups involved in the best practice, with names, positions and contact addresses, telephone and fax numbers of at least two individuals involved in the best practice;

(c) Key dates in the history of the best practice and status as of the date of submission;

(d) Before. A description, in no more than 300 words, of the living environment before the best practice was implemented;

(e) After. A description, in no more than 300 words, of the current conditions of the living environment;

(f) Strategy. A description, in no more than 1,000 words, of the strategy used to achieve improvement in the living environment. For example, describe any changes in:

(i) Legislation, laws and by-laws;

(ii) Sectoral policies and strategies;

(iii) Institutional arrangements and partnerships;

(iv) Management systems and decision-making processes.

47. The use of new technologies, and the harmonization of existing sectoral policies and strategies, should also be elaborated, as well as any changes that ensured the sustainability of the best practice.

Gender analysis

48. Wherever applicable and possible, a gender analysis should be undertaken to reflect any changes that were brought about as a result of the best practice in: (a) the respective roles and responsibilities of women and men; (b) changes in attitudes and values vis-à-vis women and men; (c) the access by women, men, girls and boys to resources and services; (d) the effective participation of women and men in management systems; (e) addressing the specific needs of women, men, girls and boys.

Indicators

49. If applicable, the use of indicators in assessing the impact of the best practice should be noted.

Format for final submission

50. The format for submission of the detailed report will be communicated to the authors of best practices as soon as possible. This format will be based on the need to devise a user-friendly information-sharing and retrieval system.

Video films

51. National committees are encouraged to produce a video film of broadcast quality and not exceeding 12 minutes, of the selected best practice(s) for viewing in Istanbul and for wider awareness-building and dissemination. Guidelines for submitting video films are available from the secretariat upon request.

National competitions

52. National committees are encouraged to organize, where possible, national competitions of best practices.

Jury for selection of best practices

53. Further, the Preparatory Committee requests the Secretary-General of the Conference to establish an independent panel for the final selection of best practices to be given special recognition at the Habitat II Conference in Istanbul. The following considerations should be used in selecting the members of the panel:

(a) The panel should be independent, prestigious and transparent;

(b) The panel should be regionally representative and gender-sensitive;

(c) The members of the panel should, to the extent possible, respect the spirit of the Conference in terms of broad-based representation, i.e., government, local authorities, non-governmental organizations, community-based organizations and voluntary organizations, the private sector, academic and scientific institutions, etc.;

(d) The panel should consist of an odd number of persons;

(e) The panel will have the authority to establish selection criteria closely linked with, but not limited to, the nomination criteria;

(f) The panel will announce its selection criteria, including any weighting, in its final report;

(g) The target date for the constitution of the panel is 1 September 1995;

(h) The spirit of the "awards" should be recognition of the contribution of the people and/or organizations directly involved in the best practice to sustainable human settlements development.

C. Building gender awareness within the Habitat II process

54. At its first meeting, the Preparatory Committee decided that a number of cross-sectoral issues should be considered for addition to the Global Plan of Action. The first of these was "women".

55. Women and men use and experience cities differently according to their roles and responsibilities arising from the division of labour between them. The concept of gender emphasizes the social construction of the needs and roles of both women and men, and the relations between them. Gender roles and relations vary according to historical, economic, political, cultural and religious factors. The concept of gender in development planning is more useful than "women" since this term implies homogeneity on the basis of biological differences with men. It also avoids the risk of marginalizing "women's issues".

56. Using the concept of gender-sensitive approaches to human settlements development implies taking account of the different roles, access to and control over resources, of men and women in the varying national and regional contexts. It helps to ensure that targeting is appropriate to the needs of men and women respectively, and facilitates the active involvement of women and men in the human settlements development process.

57. A gender perspective is to be encouraged in the entire preparatory process for Habitat II. Particular attention is called to the following three areas of national preparations.

58. Best practices. These are actions that have resulted in tangible and measurable improvements in the quality of life and in the living environments of people in a sustainable way. People here include women and men, boys and girls. In the identification and selection of best practices, a cross-cutting issue is gender. By this is meant that best practices should include disaggregated information on how women and men are involved in and benefit from the

interventions described. This ensures that the overall objective of improving people's lives is truly met.

59. Shelter and urban indicators. A set of indicators has been prepared to provide a quantitative tool to assist in the preparation of reports for the Conference. In keeping with a gender-sensitive approach to assessing shelter situations and living conditions, indicators should be disaggregated by sex. This is particularly important for indicators related to poverty, employment and productivity, as well as those related to social development (health, education and social integration) and property, ownership and inheritance.

60. National committees. In the constitution of national committees, it is recommended that, in line with the equity principle of the Global Plan of Action, both women and men be included. It is also suggested that organizations dealing with gender issues be represented on the committees.